

Childs Name:

Data Protection and Confidentiality Policy and Procedure

Under the new General Data Protection Regulations (GDPR) and the Data Protection Bill (DPB) 2018, all Early years and Childcare settings are required to have transparency on the way they collate, store and use any personal information pertaining to the children in their care and their families.

Parents have the right to ask that personal data is destroyed or deleted once they have left a setting providing the material does not impact on Ofsted and legal regulations.

Data we are required to have to ensure we follow all GDPR and Ofsted requirements are as follows.

Personal information:

- Parents names
- Childs name
- DoB
- Address
- Contact details
- Dr's name
- Parental responsibility
- Medical information

At the Little Explorers Preschool all paper based documents and electronical devices containing confidential information is kept secure in a locked cupboard. No unauthorised persons are allowed to access this without prior parental permission. Information cannot be shared without parental permission unless there is a safeguarding concern. As we do not have an office onsite, and due to poor signal at the setting at times it is necessary for staff to carry out work at home (i.e.: to complete learning diaries/ submit funding forms/ update registers/ respond to emails etc) using the preschool laptop or Ipads. On these occasions transition forms are completed and the devices are kept in a lockable case whilst offsite. All devices are password protected to ensure your information is kept safe. Photos taken for use in learning diaries, craft projects etc are deleted from the IPads as soon as they have been printed or uploaded to Tapestry (online learning diary system). Please note that group photos within paper based learning diaries are no longer our responsibility once a child has left the setting and cannot be deleted or destroyed even if requested. Please refer to Tapestry consent form.

Mobile numbers are stored on the preschool mobile as supplied by parents and then deleted once the child has left the setting.

In order to comply with GDPR we are required to inform you that you may access any personal data we hold on your child or your family and we agree to hold all this information securely until such time as you request deletion or as required by safeguarding regulations. Any Data relating to safeguarding/ accidents/ incidents must be retained until the individual child reaches the age of 21 years and 3 months as required by law so is exempt from the privacy laws as safeguarding overrides any other regulations or requirements.

Please sign below to confirm that you have read and understood this policy/ procedure.

Signed:

Date: