

Confidentiality & Data Protection Policy

Roundabout Nursery holds information on all children registered and staff employed in order to run the service it provides smoothly and efficiently; in doing so, we follow the GDPR 2018.

This means that the data held about children and staff must only be used for specific purposes allowed by law and with consent. The data audit table in this policy highlights the different data we hold, why we hold it, how it is stored, how it is kept secure, how it is reviewed and when it is destroyed.

We have an additional privacy notice for parents which details what information we hold and what we use it for.

From time to time, we may be required to share some information with other professional bodies:-

Local Education Authority – the Nursery Manager & Administrator are required to pass on details of all 2/3 and 4 year olds children eligible for Nursery Grant Funding at the beginning of each term.

Children's, Young Peoples and Families Department (Social care/Multi – Agency Hub) – if the staff has any concerns relating to safe guarding children issues, information may be shared with this department.

Health/SEN – Staff may need to share information and observations of individual children with supporting agencies to ensure that the child's needs are being addressed and met efficiently.

School to which the child is transferring – as a child leaves nursery, the child's keyworker completes a Transition sheet for the child's new teacher. If a child is on the SEN Register, this information may be shared at the child's transferring school in advance, to ensure appropriate support and resources are planned.

All staff work within the guidelines documented in the revised March 2015 information sharing guidance, including the seven golden rules to sharing information.

We will respect confidentiality in the following ways:

1. Parents will have access to the files and records of their own children but will not have access to information about any other child.
2. Staff will not discuss individual children, other than for purposes of curriculum planning/group management with people other than the parents/carers of the child.
3. Information given by parents/carers to the nursery staff will not be passed on to other adults without permission.
4. All information and records are stored securely, maintaining privacy and confidentiality at all times.
5. All information on children who have left the nursery will be archived and stored as required for 24 years.
6. Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
7. No contact details relating to parents, staff or management shall be given to others without their consent.
8. Any anxieties/evidence relating to a child's welfare/safety will be kept in a confidential file and will not be shared within the group except with the nursery manager and the child's key worker. If, however, a child is considered at risk then our safeguarding policy will override confidentiality.
9. Students on recognised courses observing in the nursery will be advised of our confidentiality & Data protection policy and will be required to respect it.
10. All members' of staff, volunteers and student will be given a copy of the confidentiality & Data protection policy and will be asked to sign a confidentiality statement to indicate their agreement with the policy.

Access to information

We believe that an open door policy is the best way of encouraging partnership. Parents and carers are welcome to view the policies and procedures, which govern the way in which the nursery works at any time when the nursery is open, simply by asking the nursery manager or by viewing them on-line.

Parents and carers are also welcome to see the records kept on their child; though the nursery will adhere to Data Protection Laws. As this would require withdrawing a member of staff from their usual duties, arrangements should be made in advance to ensure staff availability.

The nursery's records and documentation are kept and stored in accordance to the minimum legislative archiving time. We currently store records for a minimum of 24 years.

Signed **Date 8th May 2018 Review date: March 2019**

Description of Personal Data	Why do we hold it?	How do we collect?	Is there a privacy notice on it?	Stored manually?	Stored electronically?	Where is it stored and who can access it?	How is it kept secure?	What is the retention period and deletion data?	How is it reviewed?
Children's personal details - name + DOB	Assigning to room, medical reasons	Registration Form	Yes	Yes	Yes	Office filing cabinet + KS	All cupboards and filing cabinet mentioned are locked, keys in a locked key safe, password on all PC's; keycode on office door	Until child is 24	Annually - though not needed yet
Parents' contact details - address, email, phone, doctors	Medical emergency, communication	Registration Form	Yes	Yes	Office filing cabinet + KS	Until child is 24		Annually, details updated	
Birth Certificates	Funding application and verification of age	Photocopy	No	Yes	Folder in cupboard	Until child is 24		Annually - though not needed yet	
Staff emergency contacts	Medical emergency	Application Process	Yes	Yes	KS + folders	employment ceased		Annually	
Staff training log	Ensure compliance + good practice	Ongoing	No	No	Excel, nursery management	6 years after employment ceased		Monthly	
Staff personnel files + CSR (application forms, interview notes, DBS number, disciplinary logs, training certificates.)	Legislative	Ongoing - folder	No	Yes	Folders in cupboard	6 years after employment ceased		Periodically	
Registers of names by age/room	Safeguarding, ratios	From KS (database)	No	Yes	KS, paper copies in room, then in	3 years		Weekly	
Child's name, DOB, assessments	OAP cycle / Learning Book	Registration Form	No	Yes	Tablets + internet at home with password	Until child is 24		Weekly	
Dietary requirements list	Health + Safety	Registration Form	No	Yes	Room folders	None		As necessary	
SEN records	Child development	Registration Form + ongoing	No	Yes	Filing cabinet	Until child is 24		As necessary	
Complaints	Legislative	Ongoing - folder	No	Yes	Folders in cupboard	6 years		As necessary	
Allegations against a member of staff	Legislative	Ongoing - folder	No	Yes	PC's - server	Until person's retirement age		As necessary	
OFSTED logs	Legislative	Ongoing - folder	No	Yes	Folders in cupboard	6 years		As necessary	
Payroll details	Operational	Application Process	No	Yes	Liz PC + GLW payroll services	6 years		As necessary	
Safeguarding	Safeguarding	Ongoing	No	Yes	Filing cabinet	Until child is 24		As necessary	
Visitor book	Health + Safety	As visitors sign in, signing in book	No	Yes	Administration office	6 years		Not	
Existing injury logs + accident forms	Safeguarding	Ongoing	No	No	Administration office	Until child is 24		Not	
Staff accident form	Health + Safety	Ongoing	No	Yes	Folders in cupboard	6 years		As necessary	
Home contact books	Good practice, communication	From parents and KP	No	Yes	Stored in rooms during day	Parents keep		Not	