



Access and Storage of Information Policy

Updated September 2024

This policy outlines the procedures for the secure storage, access, and management of personal and sensitive information collected about children, parents, staff, and visitors. Our aim is to protect the privacy and confidentiality of all individuals involved with the nursery while ensuring that information is readily accessible for those who need it to provide care, education, and safety. This policy applies to all staff, volunteers, and others working at or within the nursery, and to all personal information held about children, parents/guardians, staff, and visitors.

Types of Information Collected:

The nursery may collect and store the following types of information:

- **Children's Information:** Name, date of birth, emergency contact details, medical records, attendance records, developmental assessments, and parental consent forms.
- **Parents/Guardians' Information:** Names, contact details, emergency contacts, medical details (e.g., allergies), and consent forms.
- **Staff Information:** Employment history, contact details, qualifications, background checks, health records, payroll, and training information.
- **Visitor Information:** Names, contact details, and purpose of visit

Access to Information:

- **Authorised Access:** Information may only be accessed by staff members who need it to perform their duties (e.g., educators, administrators, management).
- **Parental Access:** Parents/guardians have the right to access information regarding their own child(ren), including developmental progress, attendance, and any relevant incidents. Access requests should be submitted in writing and will be provided within a reasonable time frame.
- **Staff Access:** Staff have access to their own personnel records and may request access to records regarding their employment (e.g., training, attendance).
- **External Access:** Information will only be shared with external parties (e.g., healthcare professionals, government agencies) with parental consent or when legally required. In emergency situations, information may be shared to ensure the safety of the child.

Storage of Information:

- **Physical Records:** Paper-based records will be stored in a locked, secure location (e.g., filing cabinets) to prevent unauthorised access. Only authorised personnel will have keys or access to these areas.

- **Digital Records:** Electronic records will be stored securely on password-protected systems, with encryption in place to protect sensitive information. Access to these records will be limited to authorized personnel.
- **Retention of Records:** Personal information will be kept for as long as necessary to meet the nursery's legal, regulatory, and operational requirements. For example, children's records will typically be retained until the child turns 21 years old (or as specified by local regulations). Staff records will be retained in accordance with employment law.

Confidentiality:

- All individuals handling personal information are required to maintain confidentiality and are bound by non-disclosure agreements.
- Personal information will not be shared or disclosed to unauthorised individuals under any circumstances, except as required by law or with explicit consent.

Data Protection:

- The nursery will comply with applicable data protection laws and regulations to ensure that information is handled securely and responsibly.
- Personal information will only be collected, used, and retained for purposes directly related to the care, safety, and development of the children and the nursery's operations.

Disposal of Information:

- When personal information is no longer needed or required by law to be retained, it will be securely disposed of. Paper records will be shredded, and digital records will be deleted using secure methods to prevent unauthorised access.

Breach of Policy:

- Any staff member who is found to have breached this policy by disclosing information without authorisation or failing to maintain secure storage practices will be subject to disciplinary action, which may include termination of employment or legal action, depending on the severity of the breach.

This policy ensures that sensitive information is handled with care, complies with data protection laws, and builds trust with parents and staff by prioritising privacy and security.

Review of Policy:

This policy will be reviewed annually (September 2025), or as needed, to ensure that it remains relevant and effective in meeting the evolving needs of the children, families, and staff within the nursery.

Name:	Position:	Signed:	Date:
David Birkbeck	Owner		
Kayleigh Tydd	Director		
Greg Bamber	Nominated Individual		
Zoe Tydd	Manager & DSL		
Abbie Lloyd	Deputy Manager		
Jade Radcliffe	Second Deputy Manager		
Pamela Lear	Practitioner		
Diane Jones	Practitioner		
Emily Gautrey	Practitioner		