

**Bright Sparks Nursery
St Mary's College Early Years Department**

Policy Statement on Access and Storage of Information

At Bright Sparks Nursery, we have an open access policy in relation to accessing information about the nursery and parents' own children. This policy is subject to the laws relating to data protection and document retention.

Parents are welcome to view the policies and procedures of the nursery which govern the way in which the nursery operates. These may be viewed at any time when the nursery is open, simply by asking the nursery manager or by accessing the nursery website. The nursery manager or any other relevant staff member will also explain any policies and procedures to parents or use any other methods to make sure that parents understand these as easily as possible.

Parents are also welcome to see and contribute to all the records that are kept on their child. However, we must adhere to data protection laws and, where relevant, any guidance from the relevant agencies for child protection.

Under the Early Years Foundation Stage ("EYFS") 3.77 Providers must maintain records, obtain and share relevant information (with parents and carers, other professionals working with the child, the police, social services and Ofsted or their CMA, as appropriate). This is to ensure their setting is safe and efficiently managed, and the needs of all children are met⁴⁵. Providers must enable a regular two-way flow of information with parents and/or carers (and between other providers, if a child is attending more than one setting). If requested, providers should incorporate parents' and/or carers' comments into children's records

As we hold personal information about staff and families, we are registered under data protection law with the Information Commissioner's Office and our certificate number is Z9418401. All parent, child and staff information is stored securely according to the requirements of data protection registration including details, permissions, certificates and photographic images. We ensure that all staff understand the need to protect the privacy of the children in their care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.

The nursery's records and documentation that are required to be kept and stored by current legislation are performed in accordance with minimum legal archiving requirements. We currently archive these records for 24 years to ensure we are covered for any child protection concerns.

Nursery records and documentation that are not required to be kept are deleted or destroyed in line with the data protection laws and our Privacy Notice, which can be found on our website.

If parents have a specific deletion or retention request regarding any data that we hold, please raise a query in writing and we will respond formally to your request.

* For the purpose of this policy the term 'parents' will be used to describe all types of primary caregivers, such as biological and adoptive parents, foster carers and guardians.

This policy will be reviewed annually and amended according to any change in law/legislation.

Guidance taken from EYFS: Setting the standards for learning, development and care for children from birth to five. For groups and school based provision (Published 8 December 2023/ Effective 4 January 2024).

<i>Reviewed by AH 17.07.2018</i>	<i>Reviewed by AH 28.09.2019</i>
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