

# The Children's Workshop

## Access and Storage of Information policy

EYFS: 3.68 – 3.71

At the Children's Workshop we have an open access policy in relation to accessing information about the pre-school 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 pre-school which govern the way in which the pre-school operates. These may be viewed at any time when the pre-school is open, simply by asking the pre-school manager or by accessing the file in either Red or Blue Group or on the pre-school website. The pre-school 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.

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.

As we hold personal information about staff and families, we are registered under data protection law with the Information Commissioner's Office (ICO). Copies of the certificate can be viewed at on both Red and Blue Group notice boards. 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 will ensure that 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 pre-school's records and documentation are kept and stored in accordance with minimum legal archiving requirements. We currently archive records for at least 21 years and three months.

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

<b>This policy was adopted on</b>	<b>Signed on behalf of the pre-school</b>	<b>Date for review</b>
<i>12/10/18</i>	<i>JB</i>	<i>Oct 2019</i>