

Once Upon A Time Nursery
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Access and Storage of Information Policy

Wales: NMS
5.1 - 5.8

At **Once Upon a Time 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, by accessing the file in the hall or on 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 in line with the nursery's communications policy.

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.

Once a child profile is made inactive, after a child has left the setting, it is moved to the inactive child list and becomes read-only, meaning you cannot add any new content such as observations or daily diaries. 60 days after the profile has been made inactive, all media associated with this child will be deleted. Any time before the profile is deleted, you can download the entire learning journey, accident sheets, medicine forms, etc to keep as a back up.

Inactive eymanage profiles are retained indefinitely unless you specifically request their deletion. This is done to maintain the historical financial data, accident forms etc. which may be required for reporting & legal purposes.

As we hold personal information about staff and families, we are registered under data protection law with the Information Commissioner's Office. A copy of the certificate can be viewed in the hall. 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 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. Please refer to the record retention policy for details.

Nursery records and documentation that are not required to be kept are deleted or destroyed in line with the current 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.

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