At Little Sprouts, we take the protection and safety of the children that attend our setting very seriously. Whilst children are in our care it is every staff members responsibility to provide a safe and secure environment for them to explore and develop to their full potential.

Data Protection Policy

This policy is put in place to ensure when storing and requesting for personal data that we comply with 'General Data Protection Regulations 2018 (GDRP).

Little Sprouts Nursery is registered with the 'Information Commissioner Officer' (ICO) (a copy of this can be found in our portfolio)
The regulations of the GDRP states that we are required to only keep personal data for a specific purpose and that the person concerned has full knowledge. The data collected must be accurate, up to date and not kept for longer than needed. All data collected must also be kept in a secure way, e.g. A locked filling cabinet, with access to only those who it is required.

Below are records that will be stored and what is in place to ensure it is done so securely:

* Children's and parent/carers personal data will be stored in individual files, stored in a locked filling cabinet, accessed only by senior members of staff. The purpose of this information is for emergency contact for the children, claiming funded hours for the child with the Norfolk County Council and to generate an account for individual children on tapestry to share their experiences with us with their parent/carers.
* On induction of new children, proof of a child's date of birth will be requested, and signed to say it's been seen on the agreed contract. This will be used to claim funding hours from the local authority.
* A written contract is complied, which is stored in the children's files to ensure that all parties are clear about the terms of the child's placement with the setting.
* This data will be kept for 10years after the child has left the setting. Exception to this would be if there had been any written information regarding issues such as special needs, child protection, or the need for possible legal proceedings in the future for 20years.
* Child's personal data and parent/carers email will be used to create a individual tapestry account, to share the child's learning and development stages. This would be made inactive, after a child leave the setting and deleted after 10years.
* Other information that would be recorded and stored in the children's personal files are medicine forms, accident/incident forms, behaviour care plan, health care plan and support plan. These forms would all be signed by the child's parent/carer. These would be retained for OFSTED inspection and kept for 10years.
* The children's personal data and development progress would be added to their 2year shared review, which would be shared with Healthy Children Programme and Norfolk County Council, only after obtaining their parents/carers consent. Also a transitional report for school would be complied and forwarded to the child's school they will be attending, after obtaining their parent/carers consent.

* Employees personal data will also be stored in individual files in a separate locked filling cabinet, with access by only the manager and deputy manager, and the individual employee. All information stored will be a the knowledge of the employee.
* This is information will be shared with Little Sprouts Accountant, for wages and work pension purposes.
* These files will be kept for 10years after the staff member has left employment at Little Sprouts, in the case a reference is required.
* On recruitment of new staff, short term personal data is required during the interview process, on no employment being offered this information will be retained for 6months.
* All information that is classed as personal and confidential will be stored with the date for destroying clearly stated, information will be destroyed appropriately - shredding or burnt.

No information will be shared with a third party outside the setting, exception to this is where there has been a child protection concern. Another is where we are legally obliged to pass on information in connection with employment, for example collecting health information to meet the requirements of the 'Disability Discrimination Act'

For further information regarding this matter:

'Information Commissioner's Office'
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Contact Number: 01625 545745
Or ICO.org.uk

Managers Signature 

Parent/Carer/staff member Signature .....
Parent/Carer/staff member Name .....
Date .....

April 2022
Review April 2023