

## **Data Protection**

The Aim of this policy is to ensure that parents understand their right to see information held about their child, and to ensure that parents understand what information is kept and who may have access to it.

We hold information on children to: -

- Support their development
- Monitor their progress
- Provide appropriate care
- Assess how well the setting itself is doing

This information includes contact details, attendance information characteristics such as ethnic group, special educational needs and any relevant medical information. (Parent, carer data supplied will also be kept on record by the setting).

Early Years Settings are sometimes required to pass on some of this information to other groups such as: -

- Local Authorities (LA's)
- Department for Children, Schools and Families (DCSF)
- The Qualifications and Curriculum Authority (QCA)
- Her Majesty's Chief Inspector for Schools
- Ofsted, - The National Assessment Agency (NAA)
- The Secretary of State for Children, Schools and Families
- Social Services

Children have rights under the Data Protection Act 1998, including a general right to be given access to personal data held about them.

### **Information about staff, children and families;**

All paperwork is kept in locked filing cabinets and locked filing boxes so that only the appropriate person can have access. If Learning journeys are taken home by the children's key person to be updated they are taken straight home and kept securely so that no other person can view them. They are brought straight back in the next day and are always available.

All computers are password protected and the password can be changed as appropriate. The computer is only taken off the premises by the Manager if necessary.

A parent has the right to see the information that we (or any other organisation) holds about their child.

Policy Reviewed February 2018

Next Review Date 2019

