

Data Protection and Confidentiality Policy

This data protection and confidentiality policy has been written for Braunston Preschool CIO to ensure the safe storage of all information concerning staff, children and parents that is confidential. Information concerning both staff and children's medical needs, allergy information and contact details must be stored correctly and confidentially.

In compliance with GDPR 2018 we will ensure that all information that is collected, is collected for a purpose that benefits the child. All parents will be made aware of our terms and conditions, as well as our privacy policy and will be asked to sign to say that they understand what we will be using the information for. All information that is shared with us from the parents will be used in order to support the child's needs and will always be stored in a safe place Braunston Preschool CIO with the rest of the child's information.

We will ensure that all staff are aware of the GDPR Act in 2018 and are fully aware of when they can and cannot share information. In addition to this, staff will also be aware that people have the right to view and amend their records if necessary. All staff will be made aware of the location of confidential information; however, this information will only be accessed if the manager agrees that there is a good reason to do so.

At Braunston Preschool CIO we have a legal duty to store any key information for up to three years after the child has left the setting. However, the parents have the right to erasure and can request that the information is deleted, providing there is no compelling reason for the information to still be used.

All information is stored confidentially and we strictly follow the guidance and regulations from the following acts:

- The National Standards 2001
- The children's Act 2004
- The Data Protection Act 2018
- EYFS Principles 2008 revised 2012, Human Rights Act 1998
- General Data Protection Regulations (GPDR) 2018
- Early Years Foundation Stage (EYFS) 2023