



## Access and Storage of Information

EYFS: 3.68 – 3.71

At Red Kite Schoolies we have an open access policy in relation to accessing information about Schoolies 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 Schoolies which govern the way in which Schoolies operates. These may be viewed at any time when the Schoolies is open, simply by asking the manager/staff member or by accessing the file in the cupboard. The 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 Schoolies communications policy.

Parents are also welcomed 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. A copy of the certificate can be viewed at Red Kite Children's Day Nursery. All parent, child and staff information are 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.

Schoolies records and documentation that are required to be kept and stored by current legislation are performed in accordance with minimum legal archiving requirements. We currently archive these records for at least 24 years to ensure we are covered for any child protection concerns.

Schoolies 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 the noticeboard.

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.

<b>This policy was adopted on</b>	<b>Signed on behalf of Schoolies</b>	<b>Date for review</b>
<i>August 22'</i>		<i>August 23'</i>