



### **Access, Storage and Retention of Information Policy**

At Loversall Farm Day 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 General Data Protection Regulations (GDPR) and documentation retention.

Parents are welcome to view the policies 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 or your child's key person.

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, Freedom of Information and, where relevant, any guidance from the Child Protection agencies.

As we hold personal information about staff and families through the GDPR compliant Parenta system, we are registered with the Information Commissioners Office (ICO), the registration is reviewed annually and a copy of the certificate is displayed in the entrance area, just below the health and safety board. All parent, child and staff information is stored securely in accordance with the Data Protection Laws, information includes: registration forms, permissions, certificates and photographs. 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. A Privacy Notice will be issued to all parents during the registration process and shared with staff as part of the nursery induction procedures.

#### **Retention**

The nurseries records and documentation are retained and stored in accordance with minimum legal archiving requirements (please refer to the Record Retention Policy).

#### **Closed Circuit TV**

CCTV is in operation throughout the nursery, including the outdoors. CCTV is not in operation in toilet or changing areas, this is to support the dignity of the children and reflects our safeguarding and child protection procedures. The current CCTV system will not allow us to obscure the identities of children and is a visual system. We have notices within the nursery to identify that we have CCTV in place, this is in accordance with Data Protection Laws.

This policy will be reviewed annually and amended according to any changes in legislation.

## **Dayshare Electronic System**

This electronic data system enables parents to view what their children are doing during their time at nursery, as well as their child's development and the care routines that have taken place during the day. The system can also be used as a communicative tool between parents and nursery.

The Dayshare system is an online system and is totally secure through Parenta. This enables us to upload photographs, video footage and information safely and securely.

Staff members are provided with limited access to the system and access to the children in their room only. The management team have open access and can therefore manage appropriate content.

When a child commences at the setting, parents are sent a registration email to register on the Parenta portal. This allows parents to view only their child's data, this however cannot happen without setting up a secure username and password.

Additional consent is needed to enable your child's image to be included in another child's data, for example, if you child is part of a group activity photograph.

Parents can also access Parenta/Dayshare via a mobile phone app. The app is available for both Iphone and Android systems.

Some information from the system may still need to be printed to ensure effective monitoring, for example, accident, incident, existing injury and medication forms.

<b>This policy was adopted on</b>	May 2019
<b>Signed on behalf of the nursery</b>	
<b>Signed by Nursery Owner</b>	
<b>Date for review</b>	September 2026