



## Access and Storage of Information

March 2024

At Elsworth Pre-School we have an open access policy in relation to accessing information about the pre-school and parents/carers 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 the pre-school which govern the way in which the pre-school operates. These may be viewed anytime on the pre-school website.

The pre-school 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 pre-school's 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.

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.

The pre-school's records and documentation are kept and stored in accordance with minimum legal archiving requirements. We currently archive records in accordance with Cambridgeshire County Council's record retention periods advice document, this can be accessed on the notice board in the office.

<b>Adopted on:</b>	21 <sup>st</sup> March 2024
<b>Adopted by:</b>	Sophie Mills, Interim Pre-School Manager Hannah Holland, Chair of Trustees
<b>Next Review Date:</b>	21 <sup>st</sup> March 2024