Data Protection

It is necessary for the preschool to request certain information from you, regarding your child and your family- prior to your child starting at the setting e.g. full names, address, contact information etc.. The information that we require can be found in our handbook for parents/carers.

Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.

information is required to support staff to meet the needs of you and your child, whilst attending the setting.

We also require personal information e.g. your child's funding code, your NI number and your DOB to enable us to access your child's funding entitlement, some information is shared with Norfolk County Council to enable us to claim your child's 2, 3 and 4-year funding. All the information that we collect is used appropriately by staff, and stored safely, and is not disclosed unlawfully.

Data Storage

Some information is stored on paper and some information may be stored electronically.

Paper Copies

Personal information is stored in the office; this is the information gathered about the children which supports their safety and development whilst they attend the setting.

Developmental information held about the children is shared with parents and carers via the Famly App, further relevant learning and development documentation is kept by the child's Key Worker e.g. the settings monitoring progress tool. Parents and carers can at any time, ask to see this information and we support and encourage parents to contribute their views and information as required; which as a result enables us to meet the learning and developmental needs for all our children during their time with us.

Information that has been gathered by staff about children who have subsequently left the setting will be disposed of in a safe manner.

Electronic Data

Information is stored as required electronically, the systems we use meets acceptable security standards. Regular checks and scans ensure security hardware and software is functioning properly.

Our systems are regularly updated and information which is no longer required will be deleted.

Further details regarding data can be found in our information sharing policy (PCG016)