



Data Protection and Confidentiality Policy

At Little Explorers Day Nursery and Preschool, we understand our responsibility to handle personal and sensitive information about children, families, staff, and volunteers in accordance with legal requirements and best practice. This policy sets out how we collect, store, and share data, in line with our legal obligations.

Legal Requirements We comply with the following regulations:

- Statutory Framework for the Early Years Foundation Stage (EYFS)
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Freedom of Information Act 2000 (where applicable)

Data Collection and Storage

- Personal information is collected to meet children's needs, manage nursery operations, and fulfil legal obligations (e.g. registers, invoices, emergency contacts). We also collect and use staff and worker information for recruitment, onboarding, payroll and pensions, scheduling/rotas, training and supervision, compliance checks, and health and safety.
- Paper records are stored in locked cabinets; digital files are stored on password-protected devices or systems.
- Examples of staff/worker data we may hold include contact details, emergency contacts, next of kin, right-to-work and DBS information (where applicable), qualifications and training records, absence and sickness information, supervision/disciplinary records, payroll details, and references. Access is limited to those who need it to do their job, and sensitive categories (e.g. health or safeguarding-related information) are handled with additional care.
- Access to sensitive data is restricted to authorised staff on a need-to-know basis.

Staff, Student, and Volunteer Responsibilities

- All staff, students, and volunteers are trained on data protection and confidentiality during their induction.
- Information is not to be shared with friends, family, or discussed in public places.
- Any suspected breach of confidentiality will be investigated and may result in disciplinary action, up to and including dismissal, in line with our disciplinary procedure and the principles of a fair process.

- Social media use is governed by our Social Networking Policy to protect confidentiality.

Parental Rights and Access

- Parents have the right to access their own child's records.
- Staff and workers have the right to access their own staff file and other personal data we hold about them (subject to legal exemptions and protecting other people's rights).
- Parents cannot access information about other children or families.
- Where we rely on consent (for example, certain uses of children's photos or sharing information beyond what is required), we will seek consent before sharing. In other cases, we may share information where it is necessary for safeguarding, to meet a legal obligation, to fulfil a contract (e.g. employment), or for other lawful reasons under the UK GDPR.

Sharing Information with External Agencies We only share information:

- To ensure the welfare and safeguarding of children
- When legally required or authorised (e.g. by social services, Ofsted, health professionals)
- When consent is given or where another lawful basis applies (for example, sharing necessary staff information with payroll/pension providers, training providers, insurers, or occupational health; or providing employment references where appropriate). We share only what is necessary and ensure third parties handle information securely.

GDPR and Your Rights To comply with GDPR, we:

- Make our privacy notices, consent forms, and terms of use clear and easy to understand
- Collect only the necessary data needed for nursery operations and safety
- Keep data for a limited time as outlined in our retention schedule
- Allow individuals to access, correct, or request deletion of their personal data (subject to legal restrictions)
- Respond to data subject requests (including subject access requests) within the required timescales, and verify identity before releasing personal data

Requests to access personal data (including staff records or a child's records) should be made in writing to the Nursery Manager/Data Protection Lead. We may ask for proof of identity and will respond within one month (or explain if an extension applies). We may withhold or redact information where required to protect other people's rights or where an exemption applies.

Examples of data we process include:

- Two-Year Progress Checks
- Observations and assessments

- Rotas, Invoices, and Funding Claims
- Permissions, Contracts, and Registers
- Data shared with other agencies/settings involved in the child's care and development

Safeguarding and Data Protection

- Safeguarding is a lawful reason for sharing personal data, even without consent, if it is in the best interest of the child.
- Staff understand the conditions under which they can share sensitive data and are trained accordingly.

Staff and Volunteer Records

- Confidential staff/volunteer records are stored securely in locked cabinets.
- Individuals may request access to their personal file at any time.

This policy is reviewed annually or in response to any changes in legislation or operational practice. All staff are required to read and follow this policy and are reminded regularly of their responsibilities.

If you have any questions about data protection or confidentiality, please speak to the Nursery Manager or our Data Protection Lead.

This policy was adopted on	Reviewed
24/01/2022	1st May 2026