



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
- General Data Protection Regulation (GDPR)
- Freedom of Information Act 2000

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).
- Paper records are stored in locked cabinets; digital files are stored on password-protected devices or systems.
- 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 breach of confidentiality may result in disciplinary action, including possible dismissal.
- 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.
- Parents cannot access information about other children or families.
- Consent will be sought before sharing a child's personal information, unless safeguarding concerns override this.

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 parental consent is given, except in safeguarding situations where consent is not required or would place a child at risk

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)

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	Signed on behalf of the nursery	Reviewed
24/01/2022	grobertsdyer	15th May 2025