



## **Data Protection Policy**

**In order to evaluate and monitor the progress of the children in our care we will keep records and observations of them and in order to protect them we will:**

Keep all information in locked filing cabinets when not in use.

Only share information with relevant parties i.e. parents/carers and outside agencies as and when necessary with the parent's permission.

Use the information we have gathered for completing the EYFS progress summary documents which will then be forwarded on to the next setting which the child attends.

Destroy records and observations by shredding them once a child has left the setting with the exception of documentation needed for auditing purposes.

### **Photography**

If photographs are used for our website or advertising purposes, we will get signed permission of the parent/carer.

### **Staffing**

All personnel information will be kept in a locked filing cabinet and will be destroyed in the event of a staff member leaving the setting after the correct period of time.

We have a separate policy for the storage and retention of DBS disclosures.

This Policy was adopted at a meeting of the pre-school held on 23<sup>rd</sup> August 2024

Signed on behalf of the pre-school: Rebecca Horseman (Manager)

Date to be reviewed: 23<sup>rd</sup> August 2025