

16. Data Protection Policy

Statement of intent

It is our intention to respect the privacy of children and their parents/carers, while ensuring that they access high-quality early years care and education at Welford Pre-school.

Aim

We aim to ensure that all parents/carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

Records

1. We keep two kinds of records on children attending Welford Pre-school:

Developmental records

- We use Tapestry to record all reports and records of achievement. Please see Tapestry Policy for detail.
- Photographs of the children are taken and displayed in the setting and on allergy sheets and in the child's developmental records on Tapestry. The pictures are stored digitally for the duration of the child's attendance at Welford Pre-school.

Personal records

- These include registration forms, signed consents and (electronic) correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an on-going record of relevant contact with parents/carers and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.
- Confidential paper records are stored in a lockable filing cabinet in the office, and are kept secure by the person in charge.
- In accordance with the Access to Personal Records procedure, parents/carers have access to the files and records of their own children but do not have access to information about any other child.
- Staff will not discuss personal information given by parents/carers with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.

2. Other records

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions. Personal details are held that enable the setting to have emergency contact details, banking information for payroll, and DBS certificate information. These are necessary documents that enable the setting to function within the statutory guidelines.
- Students on placements – or other recognised qualifications and training – who are observing at Welford Pre-school are advised of our confidentiality policy and required to respect it.
- Accident information of children, staff, visitors and volunteers are recorded, and held for the required length of time.

3. Access to personal records

Parents/carers with parental responsibility can request access to any records held on their child and family. Other requests to see a child's records must be made in accordance with the procedure below:

- Any request to see the child's personal file must be made in writing to the Manager.

4. Retention and deletion of data.

Welford Pre-school follows the legal retention periods stated by the West Northamptonshire County Council and the Early Years Alliance. All other data is deleted (digital) or shredded, as required.

Parents can request for their details or their child's details to be deleted/destroyed, which will be acted upon, unless the data has to be lawfully retained.

We adhere to six data protection principles.

Privacy principles:

1. Welford Pre-school has a lawful reason for collecting personal data and does it in a fair and transparent way. Welford Pre-school appears on the data protection public register.
2. Welford Pre-school only uses the data for the reason it was initially obtained.
3. Welford Pre-school does not collect any more data than is necessary.
4. Welford Pre-school ensures that the data is accurate, and that there are mechanisms in place to keep it up to date.
5. Welford Pre-school follows the data retention advice from West Northamptonshire County Council and does not keep data any longer than is required.
6. Welford Pre-school protects the personal data it collects.

All these principles are supported by a further principle – accountability. Welford Pre-school adheres to this by ensuring that all the correct measures are in place to remain compliant.

Sophia Hayward is the designated Data Protection Officer, who ensures Welford Pre-school complies with the General Data Protection Regulation (GDPR) May 2018. Sheila Scullion is the Compliance officer on the Management Committee.

If a child is considered at risk, then Welford Pre-school's Safeguarding and Child Protection Policy will take precedence over the Data Protection Policy where conflict between policies arises.

Date reviewed	13/10/2025
This policy was adopted at a meeting of Welford Pre-school held on	23/10/2025
Signed on behalf of the Committee	
Role of signatory	Chair