



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 is found in our handbook to 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.

This information is required to enable the staff at the setting to meet the needs of you and your child, whilst they attend the setting.

We also require some of this information to enable you to access your child's funding entitlement, some information is shared with Norfolk County Council to enable us to claim your 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 are 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 and shared with parents and carers, is kept in the child's learning story folder. Parents and carers can at any time, ask to see this information; we support and encourage parents to contribute further relevant information as required, which will enable us to meet the learning and developmental needs for their child during it's 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 meet 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)