



Little Learners
NURSERY GROUP

Access and Storage of Information

Reviewed: January 2018
To be reviewed: January 2019

We, at The Little Learner's Nursery Group, believe that an open access policy is the best way of encouraging participation.

Parents are welcome to view the policies and procedures file, which governs the way in which the nursery operates. These can be viewed at any time when the nursery is open, simply by asking the nursery manager or by accessing the file in the school office or on the nursery website.

Parents are also welcome to see and contribute to all the records that are kept on their child; however the nursery will adhere to Data Protection laws.

The nursery ensures that it is registered in regard to data protection and a copy of the certificate can be viewed in the school office. All parent, child and staff information is stored securely according to Data Protection registration including details, permissions, certificates and photographic images.

The nursery's records and documentation are kept and stored in accordance to the minimum legislative archiving time. We currently archive records for at least 21 years and three months.

This will be reviewed annually and amended according to any change in law/legislation.

