General data protection regulation GDPR 2018 confidentiality information and records policy statement as required by the Dacia protection act 1998 the general data protection regulation GDPR 2018 and the EYFS statutory framework I will maintain records policies and procedures required for the safe and efficient management of the setting and to meet the needs of children I will also have regard to the Freedom of Information Act 2000 all information on children families and staff members are kept securely on the premises and treated in confidence information will only be shared if the parents slash carriers slash staff members give their permission or there appears to be a child protection issue in which case information will be shared with the relevant agencies police social services Ofsted as applicable all details will be will be kept confidential and records are kept secure the details are any easily accessible if any information is required for inspection by Ofsted or HMRC Nation shared will be kept confidential and will not be disclosed without the parent or parents consent except as required by law for example there appears to be a child protection issue please see safeguarding and child protection Policies.

Procedure all parents are directed to our website to read Policies and procedures parents have the right to inspect all records about their child at any time all accidents are recorded in an accident incident book and any major accidents and injuries for example broken arm that might happen will be reported to the company providing my public liability policy to enable a claim number to be allocated my insurance provider is RSA preschool learning alliance for public liability insurance the total life of the policy is 21 years and three months to enable the child to make a claim against the policy at a later date all significant incidents are recorded an incident book and may be shared and discussed with parents so that together we can work to resolve any issues we maintain a record of parents Andrew emergency contact dealer details the contact details of the child's GP and appropriate sign consent forms we have registered with the Information Commissioner's Office ICO and our details can be found by searching the website under the general data protection regulation 2018 GDPR we are required to inform you of the type of information I keep in relation to you and your child how long this information will be retained and what these documents are used for our GDPR films in relation to this regulation explain this in greater detail all written records will be kept in a secure locked cabinet and will be stored for 21 years and three months to comply with insurance purposes if a child is identified as a child in need section 17 of the Children Act 1989 we will normally with the parents permission give appropriate information to a certain agencies we expect parents to inform us of any changes in the child's home circumstances care rangement's or any other changes may affect the child's behaviour such as a new baby parents separation divorce or any bereavement all information shared will be kept confidential in a secure manner and will not be disclosed without the parents consent exam except as required by law for example that appears to be a child protection issue confidential information and records about children will only be accessible and available to those who have a rights or a professional need to see them Ofsted may require to see my records at any time rights of the individuals parents have the right to inspect all records about their child at any time provided that no relevant exemptions applied to their disclosure under the Data Protection Act 1998 for their accuracy we ought to be transparent in the reason why trip these records where they are kept and for how long all significant incidents are recorded in an incident book and will be shared and discussed with parents so that together we can work to resolve any issues if children attend other childcare settings or are being supported by other professionals we will seek to work with them as partners with the common aim of ensuring individual needs are met we will ensure a regular two way communication flow between such partners by sharing learning records working towards common targets and seeking feedback in line with parental permissions.

Dilution of data photos will be deleted in either of the following ways online follows hard in relation to child slash children and their families on the computer deleted when no longer required paper dilution follows held in paper format including photos of children are either handed over to the parents when the child leaves or goes to school or shredded when no longer required please see my retention policy For more information

right to Asia You have the right to ask for information held about your child to be withdrawn this is cool the right to Asia in GDPR however if we need to keep the information because it because it is legally required then exceptions to the right of the regime apply we will make a decision about each erasure request individually please speak to us For more information data protection breach we are required to inform you that you can make a complaint relating to a data breach or if you think we are not processing your data appropriately complaining to Ofsted address Piccadilly gate store St Manchester M1 2WD telephone 0301231231 e-mail enquiries at ofsted.gov.uk please see my complaints policy For more information complaining to IOC HTTPS column food slash/ ico.org.uk/for organisations through slash report a breach/