

Access to Data Policy

Health and Social Care Standards:

4.18 I benefit from different organisations working together and sharing information about me promptly where appropriate, and I understand how my privacy and confidentiality are respected.

Stramash operates an open access policy in relation to accessing information about the nursery and families' own children. Families are also welcome and encouraged to see and contribute to all the records that are kept on their child - with the exception of child protection information.

Parents are also welcome to view the policies and procedures of the nursery which reflect the way in which the organisation operates. These may be viewed at any time when the nursery is open, simply by asking a member of staff. The Stramash policies and procedures pack is also available to view at any time on the Stramash website.

Stramash must adhere to data protection laws and, where relevant, any guidance from the relevant agencies for child protection. As Stramash holds personal information about staff and families, the organisation is registered under data protection law with the Information Commissioner's Office. A copy of the certificate can be viewed upon request.

All parent, child and staff information is stored securely according to the requirements of data protection registration including details, permissions, certificates and photographic images. Stramash will ensure that staff understand the need to protect the privacy of the children in their care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.

The nursery's records and documentation are kept and stored in accordance with minimum legal archiving requirements. Stramash currently archives records for at least 21 years and three months.