

## Access and Storage of Information Policy

England: EYFS
3.67-3.70

**1.1** We believe that an open access policy is the best way to encourage participation.

- Parents are welcome to view the policies and procedures file which governs the way in which the nursery operates. This can be viewed at any time when the nursery is open, simply by asking the nursery manager.
- 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 on our notice board.
- 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 with minimum legal archiving requirements. We currently archive records for at least 21 years and three months.

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