EAST DULWICH GROVE NURSERY LIMITED
31 East Dulwich Grove, Dulwich, SE22 8PW
Email:management@edgnursery.co.uk
Website: www.edgnursery.co.uk
Tel: 02082999518/02086931504

Educate. Develop. Grow

Access and Storage of Information Policy

Purpose

EDG Nursery is committed to ensuring that all personal, confidential and sensitive information is stored securely and accessed only by authorised individuals.
This policy outlines how information is stored, who may access information and the procedures in place to protect children's, families' and staff members' personal data.
The nursery recognises its responsibilities under:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Early Years Foundation Stage (EYFS)
- Safeguarding legislation

The nursery will take all reasonable steps to ensure information remains secure, accurate and protected from unauthorised access, loss or misuse.

Principles

EDG Nursery will ensure that:

- information is stored securely
- access is restricted to authorised individuals
- confidential information is protected
- records are only accessed when required for professional purposes
- information is shared on a need-to-know basis
- electronic systems are password protected
- safeguarding information is managed appropriately

Access to Information

Access to information will be determined according to an individual's role and responsibilities within the nursery.
Staff should only access information that is necessary for them to fulfil their role.
Accessing records without a legitimate reason is considered a breach of confidentiality and may result in disciplinary action.

Management Access

The Directors, Nursery Manager and Assistant Manager may access information required to fulfil their leadership and operational responsibilities.
This may include:

- child records
- safeguarding records
- staff records
- financial information
- operational documentation
- health and safety records

Access will only be used for legitimate nursery business.

EAST DULWICH GROVE NURSERY LIMITED
31 East Dulwich Grove, Dulwich, SE22 8PW
Email:management@edgnursery.co.uk
Website: www.edgnursery.co.uk
Tel: 02082999518/02086931504

Designated Safeguarding Lead Access

The Designated Safeguarding Lead (DSL) and Deputy DSL may access:

- safeguarding files
- welfare records
- child protection documentation
- attendance monitoring records
- Early Help documentation

Safeguarding information will be shared strictly on a need-to-know basis.

Room Leaders and Practitioners

Room Leaders and Practitioners may access:

- information relating to children in their care
- medical and dietary information required to keep children safe
- learning and development records
- attendance information
- parent communication records

Staff must not access records relating to children outside of their professional responsibilities.

Students and Volunteers

Students, volunteers and visitors will not have access to:

- safeguarding records
- staff files
- confidential parent information
- personnel records
- disciplinary records
- financial records

Access may only be granted under direct supervision where required for learning purposes and authorised by management.

Paper Records

Paper records containing personal information will be stored securely.
This may include:

- locked filing cabinets
- locked offices
- restricted access storage areas

Confidential documents must never be left unattended in areas accessible to unauthorised individuals.
Staff must ensure confidential documents are returned to secure storage immediately after use.

EAST DULWICH GROVE NURSERY LIMITED
31 East Dulwich Grove, Dulwich, SE22 8PW
Email:management@edgnursery.co.uk
Website: www.edgnursery.co.uk
Tel: 02082999518/02086931504

Educate. Develop. Grow

Electronic Records

The nursery uses secure electronic systems to manage and store information.
Electronic records may include:

- attendance records
- learning journeys
- safeguarding documentation
- staff records
- training records
- funding information

Electronic systems will be:

- password protected
- regularly updated
- accessible only to authorised users

Passwords must never be shared with other individuals.

Nursery Systems and Cloud Storage

Only approved nursery systems may be used to store nursery information.
This may include:

- Blossom
- nursery email systems
- approved cloud storage systems
- authorised management platforms

Staff must not:

- save nursery documents to personal devices
- use personal cloud storage accounts
- email confidential information to personal email addresses
- download confidential information without authorisation

Artificial Intelligence (AI)

To protect children's, families' and staff members' personal information, confidential data must not be uploaded to artificial intelligence (AI) platforms without explicit approval from the nursery.
This includes:

- children's names
- photographs
- observations
- assessments
- safeguarding information
- medical information
- staff records
- confidential nursery documents

Any approved use of AI must comply with UK GDPR requirements and nursery data protection procedures.

EAST DULWICH GROVE NURSERY LIMITED
31 East Dulwich Grove, Dulwich, SE22 8PW
Email:management@edgnursery.co.uk
Website: www.edgnursery.co.uk
Tel: 02082999518/02086931504

Working Away from the Nursery

Confidential information should not routinely be removed from the nursery premises. Where records must be accessed away from the nursery, authorisation must be obtained from management.

Staff must ensure that:

- records remain secure
- information cannot be viewed by unauthorised individuals
- documents are returned promptly
- electronic devices are password protected

Safeguarding records must not be removed from the nursery unless authorised by the Designated Safeguarding Lead or Directors.

Printing and Disposal

Staff must ensure that:

- printed documents are collected immediately from printers
- confidential information is not left unattended
- unnecessary copies are avoided
- documents are disposed of securely

Confidential documents must be shredded or disposed of through approved confidential waste procedures.

Visitors and Contractors

Visitors, contractors and external professionals may occasionally require access to certain information.

Access will only be granted where:

- there is a legitimate professional reason
- appropriate authorisation has been given
- confidentiality requirements are understood

Visitors must not have unrestricted access to confidential records.

Breaches of Information Security

Any suspected loss, theft, unauthorised access or disclosure of information must be reported immediately to:

- the Nursery Manager
- Assistant Manager
- Directors
- Designated Safeguarding Lead where appropriate

All breaches will be investigated and managed in accordance with the nursery's Data Protection and Confidentiality Policy.

EAST DULWICH GROVE NURSERY LIMITED
31 East Dulwich Grove, Dulwich, SE22 8PW
Email:management@edgnursery.co.uk
Website: www.edgnursery.co.uk
Tel: 02082999518/02086931504

Educate. Develop. Grow

Monitoring and Auditing

The nursery will regularly review:

- access permissions
- storage arrangements
- electronic security
- record keeping systems
- compliance with GDPR requirements

Audits may be carried out to ensure information remains secure and access remains appropriate.