



PRIVACY POLICY, DATA PROTECTION & RETENTION OF RECORDS

Statutory requirements (EYFS- DfE 2012) necessitate that Magic Steps Nursery, as a child care provider, keep a record of certain information and details regarding the children in our care, and retain assured information, for example complaints.

Magic Steps Nursery is required, by law, to obtain, process and collect data, and keep records for the following purposes:

- To ensure a safe, healthy and successful environment for the children
- To administer medical care where needed
- To comply with Government regulations and standards
- To support the administration and quality of our services

Retention of records

12 Months – The following documents must be retained for a minimum of 12 months:

- Children's sleep records and monitoring charts
- Nappy change form
- Key person's outings checklist
- Children's individual feeding charts
- Bathroom/toilets cleaning checks
- Utility and baby nappy changing checklists
- First aid box check forms
- Food safety documents

Three Years – The following documents must be retained for a minimum of three years:

- Children's registers of attendance
- Enrolment agreement/Terms & Conditions
- Nursery registration form
- Change of circumstance forms
- Prescription and non-prescription medication record
- Child's health monitoring form

Three Years – Complaints record to be kept for a minimum of three years

Retention of accident reporting documentation – All accident reports should be retained until the child reaches 21 years of age. Where appropriate, this should include RIDDOR reports (HSE f2508) and Accident/Incident Investigation Records.



Privacy

Magic Steps Nursery is committed to maintaining the confidentiality, integrity and security of all the personal information collected. Magic Steps Nursery is controlled by M&M Associates (Trading) Ltd; registered company No: 06516621, 105 Hoe Street, Walthamstow, London, E17 4SA.

Magic Steps Nursery takes great care to protect your personal information, and limit the amount of information required to what is necessary, to provide you with a high quality service and respond to your specific needs.

All files are confidential and kept in lockable cabinets in the nursery office. This is only accessible to individuals who have direct supervisory authority.

Data Protection

The Data Protection Act (1998) was drafted to ensure the privacy of personal information stored electronically on computers nationwide. The Act aims to “promote high standards in the handling of personal information, and so to protect the individual’s right to privacy”.

Magic Steps Nursery ensures that all documentation containing personal data is:

- Fairly and lawfully processed
- Processed for specific purposes
- Adequate, relevant and not excessive
- Accurate, and up to date
- Not kept for longer than is necessary
- Processed in line with the rights of the individual
- Kept secure
- Not transferred to countries outside the European Economic area unless there is adequate protection for the information

Support Materials:

Data Protection Act 1998: www.legislation.gov.uk