

Safeguarding and Welfare Requirement: Privacy, Childrens records, provider records, confidentiality and information sharing.

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met. Providers must ensure that any personal data held is protected in accordance with data protection laws and kept securely.

Data protection and security.

Policy statement

The Newman Preschool is committed to ensuring security of the personal data it holds on children and parents who attend the setting. As such password protection is used for our cloud storage facility, committee email account and bank statement access through Quickbooks. These passwords are changed regularly and information stored is limited to the people who will require access such as staff and committee members. By changing passwords regularly, it prohibits those committee members who have recently left from gaining access and tightens security around the data. These actions will help the Newman Preschool to conform to the new General Data Protection Regulations now in force.

Procedures

The passwords for the cloud storage system and email account will be updated on an annual basis when the new committee is formed at the start of the academic year in September. Only the current committee members and Preschool leader will have access to this information. These passwords will be set by the Chairperson at the first committee meeting of the year.

The access to Quickbooks will be limited to key roles of the Preschool Committee. Those members to have access will be Treasurer, Fundraising co-ordinator, and Chairperson. Any further committee members needing information on bacs payments (such as t-shirt purchases) will need to go through one of the aforementioned committee members.

Legal framework

General Data Protection Regulations.

Further guidance

- List here any Government documents that provide guidance on abiding by the relevant legal framework.

This policy was adopted by

Newman Preschool Playgroup

(name of provider)

On	<hr/>	25 th May 2018	(date)
Date to be reviewed	<hr/>	01 September 2019	(date)
Signed on behalf of the provider	<hr/>		
Name of signatory	<hr/>		
Role of signatory (e.g. chair, director or owner)	<hr/>		