We believe that an open access policy is the best way of encouraging participation.

Parents are welcome to view the policies and procedures file, which governs the way in which the nursery operates. These can be viewed at any time when the nursery is open, simply by asking the nursery manager or by accessing the file in *reception* or on the nursery website*.*

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 in the Office on request. 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 to the minimum legislative archiving time. We currently archive records for at least 21 years and three months.

We collect information from you and may receive information about you from your previous early years setting. We hold this personal data and use it to:

* Support your teaching and learning;
* Monitor and report on your progress;
* Provide appropriate pastoral care, and
* Assess how well your setting is doing.

This information includes your contact details, Early Years Foundation Stage assessment results, attendance information and personal characteristics such as your ethnic group, any special educational needs and relevant medical information.

***We will not give information about you to anyone outside the setting without your consent unless the law and our rules allow us to.***

We are required by law to pass some information about you to the Local Authority and the Department for Education (DfE).

If you want to see a copy of the information about you that we hold and/or share, please contact the manager.

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