



## Access and Storage of Information Policy

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 setting works. These can be viewed at any time during opening hours, simply by asking the manager or by accessing the file in the main play area, or on the Spice Childcare website.

Parents are also welcome to see and contribute to all the records that are kept on their child; however the setting will adhere to Data Protection laws.

The setting ensures that it is registered in regard to data protection.

All parent, child and staff information is stored securely according to Data Protection including registration details, permissions, certificates and photographic images.

Records and documentation are kept and stored in accordance to the minimum legislative archiving time.

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

Internal use only

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| <b>This policy was adopted on</b>          |  |
| <b>Signed on behalf of Spice Childcare</b> |  |
| <b>Date for review</b>                     |  |