



Information and Records Policy

We believe that an open access policy is the best way to encourage participation.

Parents are welcome to view the policies and procedures file which governs the way in which the club operates. This can be viewed at any time when the club is open, simply by asking the leader or by accessing the file in 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 club will adhere to data protection laws.

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

The club's records and documentation are kept and stored in accordance with minimum legal archiving requirements. We currently archive records for at least 21 years and three months, 24 years for child protection records.

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

Legislation: England EYFS 3.67-3.70

This policy was adopted on	Signed on behalf of the club	Date for review