

Little VIPs Data protection and GDPR Policy



Policy Statement

At Little VIPs Day Care we are committed to protecting the privacy and personal data of children, families and staff. We ensure that all personal information is handled securely, lawfully and in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We recognise our responsibility to maintain confidentiality and to ensure that information is used appropriately to support children's care, learning and safeguarding.

Data Protection Lead

The designated Data Protection Lead for the setting is Michelle Clark (Headteacher), who has overall responsibility for ensuring compliance with data protection requirements.

Data Protection Principles

We ensure that personal data is:

- Processed lawfully, fairly and transparently
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary
- Accurate and kept up to date
- Stored securely and only for as long as necessary
- Protected against unauthorised access, loss or misuse.

Storage of Information

At Little VIPs Day Care, the majority of personal data is stored securely using digital systems, including:

- Family – used to record children's daily information, observations, assessments and communication with parents
- CPOMS – used to record safeguarding concerns and confidential information.

These systems are password protected and accessed only by authorised staff.

Where paper records are required, such as initial application forms, these are stored securely in locked cabinets within the setting. We are working towards reducing paper records by moving systems onto Family where possible.

Access to Information

Access to personal data is strictly controlled. All staff have individual logins and passwords, and access levels are restricted depending on their role within the nursery.

Management have access to a wider range of information, while other staff have access only to the information necessary for their role.

Staff must not share passwords or allow unauthorised access to systems.

To further protect data, staff are not permitted to access the Family system from home at the end of the working day, ensuring that information remains secure within the nursery environment.

Use of Electronic Devices

Nursery tablets are used to access Family and record children's daily information, including meals, nappies, daily diaries and observations.

All devices are password protected and used solely for nursery purposes.

To ensure data protection and confidentiality, all photographs are deleted from nursery devices at the end of each week, once they have been securely uploaded to Family.

Sharing Information

Information may be shared with external agencies where necessary to support children's care, development or safeguarding.

This may include professionals such as health visitors, local authority services or safeguarding teams.

Information will only be shared where:

- It is necessary and lawful to do so
- Parents have given consent, where appropriate
- The sharing is agreed and recorded.

Retention of Records

We retain records in line with statutory guidance. Children's records are stored securely and retained for the recommended period before being securely disposed of.

Confidentiality

All staff understand the importance of confidentiality and must ensure that personal information is not discussed inappropriately or shared without permission.

Sensitive information is handled with care and stored securely at all times.

Data Breaches

Any data breach or concern must be reported immediately to the Data Protection Lead.

The nursery will take appropriate action to investigate and manage any breaches in line with GDPR requirements.

Staff Responsibilities

All staff are responsible for maintaining confidentiality, following data protection procedures and ensuring that information is accurate and secure.

Staff must use systems such as Family and CPOMS appropriately and report any concerns immediately.

Policy Review

This policy will be reviewed annually or sooner if guidance changes. Practice is monitored to ensure compliance with data protection requirements.

This policy was adopted on	Signed on behalf of the nursery	Date for review
April 2026	Hayley Fassam – Nursery Manager	April 2027

