



Access and Storage of Information

At Green Roots we have an open access policy in relation to accessing information about the nursery and parents' own children. This policy is subject to the laws relating to data protection and document retention.

Parents are welcome to view the policies and procedures of the nursery which govern the way in which the nursery operates. These may be viewed at any time when the nursery is open, simply by asking the nursery manager, on the nursery website or on Babys Days system. The nursery manager or any other relevant staff member will also explain any policies and procedures to parents or use any other methods to make sure that parents understand these.

We use two software programmes, Baby's Days and Connect to support us in providing a childcare service to you.

- Baby's Days has prestigious ISO 27001 certification and an A rating 256 Bit SSL (Secure Sockets Layer) Certificate for more information please see their website <https://www.babysdays.com/product-info/how-secure>
- Connect as part of the wider Connect Technology Group, Connect Childcare is an ISO 9001 registered specialist in the supply, installation and support of Management Software, Time and Attendance and Security Systems to the UK Childcare sector.

Parents are also welcome to see and contribute to all the records that are kept on their child. However, we must adhere to data protection laws and, where relevant, any guidance from the relevant agencies for child protection.

As we hold personal information about staff and families, we are registered under data protection law with the Information Commissioner's Office. A copy of the certificate can be viewed at the Office. All parent, child and staff information is stored securely according to the requirements of data protection registration, including details, permissions, certificates and photographic images. We will ensure that staff understands the need to protect the privacy of the children in their care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.

The nursery's records and documentation that are required to be kept and stored by current legislation are performed in accordance with minimum legal archiving requirements. Please refer to the record retention policy for details.

Nursery records and documentation that are not required to be kept are deleted or destroyed in line with the current data protection laws and our GDPR Privacy Notice which can be found on the nursery website or on Babys Days system.

If Parents have a specific deletion or retention request regarding any data that we hold, please raise a query in writing and we will respond formally to your request.

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