

Data Handling Policy

This policy covers the Data Protection principles and an individual's rights as set down in the Data Protection Act 1998 and the Freedom of Information Act 2000.

Data which may be held includes the following:

- List of names, addresses and home telephone numbers and emergency contact numbers of children attending and staff/ volunteers/ students whether on spreadsheet, paper or card indexes
- Permissions from parents to share information with other professionals working with the child to ensure their needs are met e.g. school, social services, police etc
- Paper or computer based employee files containing employment records, bank account details and national insurance numbers
- Training records of staff
- Performance records of staff
- Information contained on e-mail which may mention the individual's name
- Laptop computers holding personal data
- Children's assessment / observation records
- Information provided to, or received from, external sources
- Photographs
- Incident reports

This list is not exhaustive and will be subject to change.

Sharing of information

Information and sharing is essential to meet the needs of the children and families who attend. Data may therefore be shared with and may be obtained from:

- Staff members /students /volunteers
- Schools
- Local settings
- External agencies such as Local Safeguarding Children's Board, local Authority etc

All staff understand the need to protect the privacy of children and families in their care and will handle all information verbal, written or digital in a confidential manner.

Reviewed and updated 15th August 2015



Reflecting on Quality

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Security of information

We will ensure that measures are taken to safeguard personal data. Each individual has a personal responsibility to ensure that any information of a personal or sensitive nature to which he/she has access in the course of his/ her work is protected from unauthorised access and disclosure.

In particular, individuals must observe the following rules:

- Electronic storage of such material should be password protected
- Paper copies of personal data must be held in secure cabinets
- Information should be labelled as 'personal'
- Individuals must not disclose personal information except to authorised colleagues
- Particular care must be taken when exchanging information with third parties.
- Information must not be used for purposes other than that for which it was intended
- If records are taken off site (e.g. on laptops), appropriate security measures should be taken (e.g. laptops should never be left unattended in vehicles, and they should be stored securely off site)
- All employees/ students/ volunteers must sign a confidentiality agreement
- Where paper based documents are removed from records these must be confidentially shredded.
- Personal data should not be retained for longer than necessary
- Memory sticks, discs etc will be only used by authorised people and will be stored securely when not in use.

Signed: 
Charlie Wardle – Manager

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