



THE  
**WHITE  
HOUSE**  
PREPARATORY SCHOOL

## **The White House Preparatory School and Woodentops Nursery**

### **Access and Storage of Information**

At **The White House Preparatory School and Woodentops Nursery** 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 school and 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 office or by accessing the file on the school website. The Headmaster or Head of Nursery 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 in line with the nursery's communications policy.

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.

All parent, child and staff information is stored securely according to the requirements of data protection, including details, permissions, certificates and photographic images. We will ensure that staff understand 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.



Principal Mrs M. McCahery Cert Ed Headmaster Tony Lewis, BD, MA, PGCE  
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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 and our Record Retention Policy.

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 Privacy Notice which can be found on our website.

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/legislation.

<i>Policy will be reviewed every 2 years</i>			
Policy created:	May 18	By:	Headteacher
Policy reviewed:	Sept 19	By:	Headteacher
Policy reviewed:	Sept 20	By:	Headteacher
Policy reviewed:	Sept 21	By:	Headteacher
To be reviewed:	Sept 23	By:	Headteacher



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