Data Protection Policy
including Data Sharing, Storage and Rights to Access

In order to provide a quality early years and childcare service and comply with legislation Stanmore Montessori needs to request information from parents about their child and family. Some of this will be personal data.

Stanmore Montessori takes families privacy seriously, and in accordance with the General Data Protection Regulation (GDPR), processes any personal data according to the principles below:

1. There is a lawful reason for collecting personal data, and it is done in a fair and transparent way. Stanmore Montessori will be clear about what data is collected and why.
2. Stanmore Montessori only uses the data for the reason it is initially obtained. This means that Stanmore Montessori may not use a person's data to market a product or service to them that is unconnected to the reasons for which they shared the data in the first place.
3. Stanmore Montessori must not collect any more data than is necessary and will only collect the data needed in order to do the job for which the data is collected.
4. Stanmore Montessori will ensure that the data is accurate and will ask parents to check annually and confirm that the data held is still accurate.
5. Stanmore Montessori will not keep data any longer than needed and only keep the data for as long as is needed to complete the tasks it was collected for.
6. Stanmore Montessori must protect the personal data and ensure that anyone charged with using the data, processes and stores it securely.
7. Stanmore Montessori will be accountable for the data and will be able to show how all members of staff comply with the law.

Stanmore Montessori is registered with the Information Commissioner's Office, the Uk's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals. A copy of the ICO registration is on display on the school notice board.

Stanmore Montessori expect parents to keep private and confidential any sensitive information that they may accidentally learn about the setting or the other children and families attending the setting, unless it is a child protection issue.

Stanmore Montessori ask parents for personal data about themselves and their child/ren in order to deliver a childcare service (see Privacy Notice). Stanmore Montessori are required to hold and use this personal data in order to comply with the statutory framework for the Early Years Foundation Stage, Ofsted, Department for Education and the local authority.

Subject access

Parents have the right to inspect records about their child at any time. Staff also have the right to inspect their records. This will be provided without delay and no later than one month after the request which should be made in writing.

Storage

Stanmore Montessori keep all paper-based records about children and their families and staff securely locked away.
Records relating to individual children on Stanmore Montessori's computers are kept securely in password-protected files.
Files stored on encrypted memory sticks are locked away when not being used. Firewall and virus protection software is in place on all computers.

Information sharing

Stanmore Montessori is expected to share information with other childcare providers if a child also attends another setting.
Stanmore Montessori is also required to share information with Harrow Local Authority in order to obtain the childcare and Early Years entitlements.
Stanmore Montessori will not share any information with anyone without parents' consent, unless there is a child protection concern. Ensuring staff, student and volunteer inductions include an awareness of the importance of 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. This includes ensuring that information about the child and family is not shared outside of the nursery other than with relevant professionals who need to know that information. It is not shared with friends and family, or part of any social discussions outside of the setting. If staff breach any confidentiality provisions, this may result in disciplinary action and, in serious cases, dismissal. Students on placement in the nursery are advised of our Data protection and confidentiality policy and required to respect it.

Ofsted may require access to all records at any time.

Record keeping

Accidents are recorded in an Accident Book – this is kept in a locked cupboard.

Ofsted, the local childcare protection agency and the Health and Safety Executive are to be informed of any significant injuries, accidents or deaths as soon as possible.

Significant incidents are recorded in an incident book and are shared with parents so that together any issues can be resolved.

Sharing information is only done if it is in a child's best interests to do so. For example, in a medical emergency medical information will be shared with a healthcare professional. If Stanmore Montessori are worried about a child's welfare, we have a duty of care to follow the Local Safeguarding Children's Board procedures and make a referral. Where possible concerns will be discussed with parents before making a referral.

Safe disposal of data

Stanmore Montessori is required by law to keep some data for some time after a child has left the setting. Normally, this is at least three years, unless there is a Safeguarding issue, and then the records will be kept until the child reaches 25 years old.. A review plan is in place, and any data is disposed of appropriately and securely.

Suspected Breach

If a suspected breach of data has been accessed unlawfully, we will inform the relevant parties immediately and report to the Information Commissioner Office (ICO) within 72hours. A record will be kept of any data breach.

Legal Framework and Guidance

- European Data Protection Regulation (2018)
- General Data Protection Regulation (2018)
- Human Rights Act (1998)
- Freedom of Information Act (2000)
- Statutory Framework for the Early Years Foundation Stage (EYFS) 2026
- Working together to safeguard children (2026)
- Keeping children safe in Education (2026)
- Information Sharing Duty (Sept. 2026)

This policy was adopted on	**Signed on behalf of the nursery**	**Date for review**
1 September 2026	*Nicky Quint*	*1 September 2027*