

ABBAY PRESCHOOL



Record Keeping

Records for each individual child must be kept under the Children Act. These include observations of the children in the setting, samples of their work, summary developmental reports and records of achievement. These can be accessed, and contributed to, by staff, the child, and the child's parents. Personal records such as registration forms, signed consents, or reports concerning the child from other agencies are also kept and great care is taken to keep these secure. Parents have access in accordance with the access to records procedure, to the files and records of their own child but do not have access to information about any other child.

The copies of the minutes of committee meetings will be kept on file by the Chairperson and a copy of the minutes of the last meeting held will be displayed on the notice board. A copy of the A.G.M. will also be displayed.

The Treasurer will keep financial records and all documentation pertaining to these for six years in accordance with the Inland Revenue.

Data Protection Act 1998

Abbey Pre-school is a Data Controller under the scope of the Data Protection Act 1998 and therefore has a legal duty to protect any personal information we collect about you or your child.

- We will only use personal information you supply to us for the reason for which you provide it.
- We will only hold your information for as long as necessary to fulfil that purpose.
- We will not pass your information to any other parties unless you consent to this.
- All employees and contractors who have access to your personal data are obliged to respect your confidentiality.

Signed..... (Manager) Dated.....

Signed..... (Chairperson) Dated.....

Date of next review.....