



## Manor Twiglets Nursery Ltd

Downsview Crescent, Uckfield, East Sussex, TN22 1UB

01825 765487. [twiglets@manor.e-sussex.sch.uk](mailto:twiglets@manor.e-sussex.sch.uk). [www.manor-twiglets.co.uk](http://www.manor-twiglets.co.uk).

### Keeping Personal Information Safe Policy and Procedure

At Manor Twiglets Nursery we collect personal information about the children in our care. Personal information includes photographs, names, addresses, telephone numbers and any other sensitive and confidential issues such as ethnicity, health status, special needs or allergies. It is our responsibility at Manor Twiglets Nursery to protect this data and The Data Protection Act 1998 (DPA) and the General Data Protection Regulation (GDPR) 2018 and the Human Rights Act (1998) applies to this information.

At Manor Twiglets Nursery the personal information about the children in our care is only accessed by the people and the practitioners who have the right to see it.

- All the registration forms that include names, addresses, telephone numbers etc are kept in a locked filing cabinet in the office. The index files that have all this information are locked in the office at the end of the day. Manor Twiglets has 2 computers – 1 holds digital information on. The manager and deputy only have this password. The computer which holds digital information is also locked at the end of the day and has a password that only the two directors know.
- Information is stored on one drive. This is password protected which only the manager and the deputy have access to.
- All personal information is shredded using a cross-cut shredder before it is disposed.
- All photos are erased once printed and all information will be erased from the computer laptop when disposing of it.
- Once photos have been printed of the computer they will be immediately deleted and emptied from the recycle bin.
- There is a staff laptop. No digital information of the children or staff is kept on this.

### Digital Cameras

- At Manor Twiglets Nursery we request permission from the parents to take pictures of the children for their learning journey development files. They are also asked if they consent to their child's photograph taken for publicity purposes too. If their consent is not given, then all practitioners know the children that are unable to have

their pictures taken. This is also displayed with the allergy and intolerance list in the kitchen.

- When taking photos of groups of children accessing activities for evidence in files and to show parents about what they do at Manor Twiglets Nursery, every effort is made to ensure that faces of children are not in full sight of the camera.
- Individual photos of children can be taken for observation purposes unless parents/carers have requested that their child should not be photographed.
- When taking photos the practitioners at Manor Twiglets Nursery will need to ensure that:
  - The children are dressed appropriately and that images cannot be construed as provocative.
  - Are taken in appropriate areas of the nursery – not near toilets or with data information in view.
  - The photos are downloaded to a password protected computer immediately, then deleted.
  - The photos will not be left on memory cards on the camera, they will be deleted immediately once downloaded.
- When the images have been printed, the photos are kept in a locked filing cabinet in the main pre-school area in the child's individual learning journey file.
- If there are any images of children that no longer attend Manor Twiglets Nursery or are not required then these will be destroyed. If we have memory cards that are no longer required, they will be physically destroyed.
- When recording children's observations of their 'good work' we take photocopies or put in the actual copy rather than taking a photo of the children with it.
- At Manor Twiglets Nursery personal cameras are not allowed. Only the nursery cameras are to be used. There are several children's digital camera, 2 adult digital cameras and 3 Samsung tablets.
- Images of children will not be saved on the computer with their names.
- Mobile phones are not allowed in the nursery area. This is to ensure that photos or videos are not taken on personal mobile phones. This includes parents and visitors. 'Smart' watches should not be activated to enable recording or taking photographs.
- At events such as Leavers parties – permission is sought first before photos are taken by parents.
- Images of children are not put onto the Manor Twiglets Nursery website or in the prospectus without the parent's written consent and signatures.

### Children's individual Learning Journeys/Online Tapestry

- Practitioners will not take home any information about children in the setting. This ensures that information is not left in cars or left visible to the public.
- If staff update Tapestry observations out of Nursery hours using their own devices, they must log out of the device once they have finished and keep their passwords personal to themselves. If they give out their password or leave a device with Tapestry open, then this is in breach of data protection.
- Practitioners must also log out of their own accounts on Tapestry on the tablets and staff laptop once finished updating with new observations.
- Practitioners must ensure that no one else comes in contact and reads the information in the learning journeys, development observations or next steps information of individual children or online Tapestry.
- Photos should be taken on the Tapestry App to ensure that photos are not accidentally downloaded to google cloud or left on tablets for lengthy periods.

### USB Memory Sticks and other Portable Devices

- USB memory sticks do not have personal information on. Those USB sticks that are used at Manor Twiglets Nursery, should be encrypted so only people who have the passwords are able to open these.
- When transporting confidential information, practitioners will carry only as much information as necessary. For example, to local feeder schools and meetings outside of Manor Twiglets building.
- If USB memory sticks, cd's or discs are no longer required the directors at Manor Twiglets Nursery will destroy them.
- Passwords are not shared with anyone. Only the manager, deputy and administration know the passwords to the computer and encrypted USB memory sticks with children's personal information.
- Unauthorised people are not to use the portable USB sticks. The sticks will not be left unattended.
- If confidential and personal information are on USB sticks for any reason they should not be left on the portable stick for long periods of time. Once it has been used it should be deleted immediately.
- Each key persons USB stick which is used to save summative assessments and reports will need to be encrypted and password protected personally. Once the reports and assessments have been printed, the information will be deleted.

## Mobile Phones

- Manor Twiglets has 2 mobile phones for emergencies.
- At Manor Twiglets Nursery mobile phones are not required for business purposes. There is a land line that is used for outgoing and incoming calls. Mobile phones should not be used to contact parents of children attending the nursery unless absolutely necessary. For example when the electricity is off and the land line phone does not work.
- A mobile phone is used for outings and when walking down to the school to collect the children for after school club. This is stored in the tray at the back of the nursery. This is to be taken if there was an emergency.
- If personal information is asked for over the phone practitioners and staff will call back to the known trusted number before releasing any information. The staff at Manor Twiglets Nursery will only release information to people if they are entitled to it and parents give their permission.
- The practitioners and staff are not to use their mobile phones in the main nursery area during operational hours. They should not be used to take photos or video footage of children in the nursery care. Mobile phones will be left in the staff lockers in the disabled toilet. They should not be used until the practitioner's lunch break and only in the kitchen on lunchbreaks if the hatch is down.

## Social Networking

- Practitioners should not download or publish pictures of children from the setting or any images that may identify Manor Twiglets Nursery in any way. This includes photos of themselves with uniform or logos too. For example, the nursery logo should not appear on a Facebook photo, youtube blogs, Instagram or similar.
- Practitioners/staff will not publish any details in a public forum that have any relation to the setting. For example, they must not state on Facebook that they work at Manor Twiglets.
- Practitioners/staff must consider any personal comments or status's that are made on social networking sites in case parents of children attending the nursery may read them.
- They must not disclose employer details and always be aware of their responsibilities when accessing and using any social networking sites.
- Any disclosures that impact on children's welfare must be dealt with in accordance to Manor Twiglets Nursery safeguarding policy and procedures.

- It is important that practitioners keep their personal and work life separate. Practitioners should not put themselves in a position where there is conflict between personal interests and work life.
- Confidential information about parents and their children should not be discussed on social networking sites including any messenger services.
- Confidential information relating to your employer or colleagues at the setting should not be discussed online.
- It is important for practitioners to remember 'Confidentiality' and should not be brought into or start gossiping about colleagues, parents or children involved with Manor Twiglets Nursery. Practitioners should be mindful of what they see and say on social networking sites.
- To ensure professional boundaries it is important for practitioners not to have contact with any nursery parents on social networking sites. For example, not accepting Facebook friendships during children's time at Manor Twiglets.
- Any inappropriate disclosures affecting children and any other peoples welfare, that are read and seen online will be dealt with in accordance with the nurseries safeguarding policies.
- Practitioners must be very careful what is posted on social networking sites. Be mindful of personal information and opinions that are posted online, you may not be able to control what happens to them.
- If you are friends with parents from the nursery from previous friendships prior to children starting at Manor Twiglets on social networking sites, be mindful of language and comments posted.
- Ensure that the strictest privacy settings are in place so your personal information is kept away from the public.
- Practitioners should read the privacy policies for the social networking site to understand how they use personal information; do they pass information on to marketing companies?

### **Manor Twiglets Nursery Facebook Group and Page**

- Information posted on the page must not name any children's names or disclose any confidential information about the children at the nursery.
- The page was set up by a parent at the nursery but supervised by Jill Bray and Laura Ceylan.

- Only parents of children attending the nursery are able to be friends of the group/page. If they have been invited to join the group, they have to be checked and agreed by Jill Bray and Laura Ceylan.
- Once the child has left the setting the parent will be deleted from the Facebook group/page.
- Any negativity, unacceptable posts or abuse will not be tolerated and the person doing so will ensure that they are deleted from the group.
- The Group is set up to ensure that all parents know what is happening within the nursery. For example events, fundraising activities, dress up days, themes and topics.
- Confidentiality is paramount.

This policy was implemented on 22<sup>nd</sup> January 2018

Date of review: January 2019

Signed on behalf of the directors:

Name of signatory: Mrs F J Bray

Role of Signatory: Childcare Manager