

# Coniston Early Years Centre Policy Document

## **Safeguarding and Welfare Requirement: Child Protection**

Providers must have and implement a policy, and procedures to safeguard children.

Coniston Early  
Years Centre



High Quality Care for All Children  
A Firm Foundation for Education

## 1.10 Access to Personal Data Records Policy

### **Policy Statement.**

This policy aims to give clear guidance to those for whom we hold any form of data to access that data in a timely manner and in a format acceptable to both parties involved. It relates to our Data Protection Policy, ICT and Internet Use Policy, Image Use Policy, Confidentiality Policy and Safeguarding Children policy. It has regard to the GDPR guidelines introduced in May 2018.

### **Procedure**

We aim to make the process of retrieving personal data as simple and straight forward as possible for all concerned. When we collect data on children, families or any other visitors to our setting they are informed of the relevant policies as detailed above.

In order to access records we hold on any person the following procedure should be adhered to;

- We aim to meet all requests in a timely manner and anticipate that the majority of requests will take no longer than 4 weeks from the initial request until the time the applicant receives/views their data. If for any reason the request cannot be met within this timescale the Data Protection Lead will contact the applicant and keep them informed throughout the process.
- The person requiring the data makes a formal request to see the data. This can be made in writing, in person or by email. Telephone requests will not be accepted as we are unable to identify the identity of the person requesting the data over the phone.
- Once the request has been received our Data Protection Lead - Sarah Trussell will ensure that the person requesting the data is lawfully entitled to do so and will check the identity of the applicant.
- Once she is satisfied as to the identity of the person she will gather together all the data we hold on the person and place it in a blank file in doing so she will ensure that all documents are clean. That is to say that any reference to any other person will be removed/hidden as applicable. This will then enable the person to view their data without risk of them seeing data that belongs to any other member of our community.

- Once the file is ready for viewing the data applicant will be informed and a mutually acceptable time for the viewing will be agreed between both parties.
- Once this meeting has taken place the data will be returned to its original location or given to the data applicant as applicable.
- Regardless of the reason for wanting to view data all applicants are entitled to receive copies of the data we hold on them and will be furnished with a copy in a timely manner, which shall be no longer than a maximum of 4 weeks from the date of the request to the provision of the data.

By following the above procedure we anticipate that all data will remain secure and accessible only to those to whom the data belongs.