# General Data Protection Regulation Policy

Below is our General Data Protection regulation policy, could you please read and sign a copy of this slip and return to the nursery. Thank-you

General Data Protection regulation policy:-

- Posters are displayed in the reception and the office informing parents/carers and staff that information will be held on them either manually or a computer.
- All parents/staff are asked to sign the consent form giving express written permission to store data on children, parents/carers and staff either manually or in electronic format.
- No information will ever be shared with third party (e.g.: for marketing purposes) upon written request, parents/carers staff etc are entitled to see any information we hold on them either manually or digitally.
- All information held on parents/carers, children is strictly confidential, staff are trained in this area and know that all information that is stored on children/parents/carers/staff is highly confidential and must not be released without express permission of the direct person involved.
- All personal and private information is stored in a locked filing cabinet; all computerised digital information is stored under password which protects access to the computer system.

Your General Data Protection regulation officer is Amy Gregory

I hereby give permission for Auckland House Nursery to keep information about me in a manual format and on a computer for the purpose of childcare.

Signed:- _____ Print _____

Date_____

**Policy Written By: A Gregory**
**Date: May 2026**
**Approved By: N Collins**
**Review Date: April 2027**