Keeping Personal Information Safe

Westfield Playgroup ensures that personal information about the children is accessed only by people who have the right to see it.

* We use lockable filing cabinets for storing paper records and digital equipment holding personal information.
* We don’t let records be seen by other members of staff unless they have the right to see them.
* We change the computer password regularly, and don’t share it with others.
* Shred paper records using a cross-cut shredder before disposal.
* Erase the data on the hard drive permanently by using erasure software or by destroying the hard drive before reselling or recycling our computers/laptops.

**Digital Cameras**

* We only take photographs of the children if we have the parents/careers written permission, there is a list of all children who are not allowed photos taken for reasons other than for their learning journeys and all members of staff are informed.
* We only use the playgroups cameras and the main mobile phone.
* We make sure the children are dressed appropriately.
* We make sure photographs are taken in appropriate rooms in the setting.
* We destroy all images of children we no longer need.
* We don’t save images with the child’s name in the filename.
* We don’t put images on our website unless we have parents’ permission.
* Due to restricted facilities Nikki Edwards and Amy Golding are authorised to print photos, we only use reputable company’s eg Tesco
* Due to most mobile phones having cameras on now, parents are asked not to use their phones in the setting for the safety of all children.

**Memory Sticks and other portable devices**.

* We store memory sticks ect containing confidential information in a locked filing cabinet when not in use.
* When transporting confidential information, we only take as much information as is necessary.
* We don’t share passwords with unauthorised people, or write them down in obvious places.
* We don’t leave confidential information on portable devices longer than necessary.
* We don’t leave any device unattended.
* We don’t allow unauthorised people to use the device.

**Mobile Phones**

* We have one playgroup mobile phone one for in the hall, for parents to be able to contact us
* The mobile phones are stored in a safe place.
* We make sure confidential conversations are not overheard by others.
* We do not let unauthorised people use the playgroup phones.
* Personal mobiles are away in the phone box located in the kitchen at all times and shouldn’t be used in the setting during operational times, unless in an emergency and you have checked with the manager beforehand.

**Social Networking**

* Staff will not download images containing photos of the children from the setting or any images which may identify the setting in any way.
* Staff will not publish details relating to the setting which are work related
* Staff will consider personal comments made on any social networking sites.
* Staff will not disclose their employer’s details.
* Staff will not discuss information about children in our setting or their families/work colleagues or any information about setting on any personal networking site.
* Staff will not be friends with parents on networking sites while their children are attending our setting.
* Any inappropriate disclosure affecting children’s/others welfare will be dealt with in accordance with the settings disciplinary policies and procedures.

**Under no circumstances will staff take cameras into the toilet/nappy changing area, any staff not abiding by this policy will be subject to disciplinary action.**