

Transportation and Home Use of Records

Policy Statement

As a 'pack away' setting within a community centre, and as our Administrator does most work from home, it is sometimes necessary for our staff and/or committee members to take documents and information away from the setting.

There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the General Data Protection Regulations.

This policy and procedure is taken in conjunction with the *Privacy Notice, Confidentiality and Access to Records policy, Information Sharing policy and Children's Records policy.*

Procedures

It may be necessary for our staff to transport and use at home the following information:

- Children's records, including summative assessments, ICP's, observations and trackers, learning journeys, EHA's, EHCP's contact details, and registers.
- Registration forms, funding forms, and financial records.
- Staff details including contact details.
- Committee members contact details.

We keep records secure during transport and home use by:

- Conducting a risk assessment for each method of transportation used by those carrying records.
- Ensuring that records are kept on the person at all times during transportation.
- Ensuring that no other person has access to records during their transportation or home use.
- Keeping records in a locked box while at home.
- Ensuring that no documents containing photographs of the children are taken away from the setting.
- Any staff member who has documents at home and is going to be absent from work will arrange for the documents to be collected by another staff member so that the documents will be in the setting during working hours. Any staff member leaving their employment will ensure that any documents are returned to the setting at the earliest opportunity or collected by another staff member or the chair of the committee.
- Any computers used for home working will be password protected.

Legal Framework

- General Data Protection Regulation (GDPR) 2018
- Data Protection Act 2018

Policy adopted: May 2018

Last reviewed: July 2023

Signed:

Name: Kerri Westlake

Position: Chair