



## **Secure Handling, Use, Storage and Retention of Information Policy**

# Version History

Version	Date	Responsible	Changes
2020/01	Jan 2020	JMB	Combine Record Retention and Secure Handling of Information and include information for Disclosure information
2021/03	March 2021	JMB	Include information for asymptomatic self-testing (COVID) and records held for specific events

# Cambusbarron Village Nursery

## Secure Handling of General Information

This policy was created to protect children, parents, carers, families and staff. It will ensure that everyone using our Nursery is absolutely clear about issues of the secure handling of confidential information and what the procedures and routines are in respect of this matter.

Underpinning the policy is our recognition that the safety and well-being of children and their families is of paramount importance, as is respect for the privacy of those involved in our service.

We recognise that our work with children and families involves staff and management dealing with confidential information such as reports and assessments (verbal or written) provided by parents/carers. We also keep employment records (personal and professional information) for our staff as well as information (eg PVG) about our board of directors. Our wider outreach work may also involve collecting and keeping information for specific events or occasions.

Any information provided to us will be treated confidentially, and kept securely and will only be viewed by the staff or board members designated to receive such information. Digital information is held in encrypted form on Google Drive.

Inappropriate sharing or disclosure of information will be investigated by the Board of Directors and/or Lead Practitioner, in line with the Disciplinary and Grievance Policy.

## Record Retention Policy

We adhere to the Care Inspectorate's guidance on the records we keep (see "[Records that all registered care services \(except childminding\) must keep and guidance on notification reporting](#)").

Record retention schedules are key to effective record management and set out the recommended period for which different records should be kept in accordance with legal, audit and operational requirements.

Information and records will be retained only for as long as they are required to support the group in its business and to satisfy legal requirements. After that time they will be appropriately destroyed.

Type of Record	Retained for
AGM Minutes	Samples taken every 5 years and held as long as group exists
Ordinary Committee Meeting Minutes	6 Years
Financial Records	Current year in addition to previous 6 years
Registers	5 years
Enrolment Forms	5 years
Insurance Information/Certificates	6 years
Accident and Incident Reports	3 years from date of entry

Employment Records	Current year in addition to previous 6 years
Tooth Brushing Information	5 years
Children's Personal Records	10 years
Records relating to child protection	7 years after the last contact with the child and their family.
Health and Safety Documents	Permanently
Asymptomatic self-testing records	12 months after date of last entry/update
Ad hoc information/data required for specific events	Duration of the event

### **Secure Handling, Use, Storage and Retention of Disclosure Information**

For the purpose of this policy, PVG Scheme Records, PVG Scheme Record Updates, Standard and Enhanced disclosures will be referred to as Disclosure Records.

This policy is for Volunteer Scotland Disclosure Services enrolled organisations accessing Disclosure Records for the purpose of assessing individual's suitability for paid and/or unpaid work. For the purposes of this policy Jane Bain is the Lead Signatory for the company.

In accordance with the Scottish Government Code of Practice, for registered persons and other recipients of disclosure information, the company will ensure the following practice.

Disclosure records will only be requested when necessary and relevant to a particular post and the information provided on a disclosure record will only be used for recruitment purposes.

Jane Bain will ensure that an individual's consent is given before seeking a disclosure record, and will seek their consent before using disclosure information for any purpose other than recruitment. Furthermore, Jane Bain will ensure that all sensitive personal information that is collated for the purposes of obtaining a record will be managed confidentially at all times by those involved in the Disclosure process.

Disclosure information will only be shared with those authorised to see it in the course of their duties.

Disclosure information will be stored in a locked non-portable container and we will not retain such information for longer than it is relevant to their needs. Only those authorised to see this information in the course of their duties will have access to this container. Disclosure information will be destroyed by shredding. No image or photocopy of the disclosure information may be retained. Recipients of disclosure information may, however, keep a record of the following:

- Date of issue of disclosure record
- Name of subject
- Disclosure type
- Position for which the disclosure was requested
- Unique reference number of disclosure
- Recruitment decision taken

Jane Bain will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support. Jane Bain undertakes to make a copy of this policy available to any applicant for a post with Cambusbarron Village Nursery that requires a Disclosure.

See also GDPR, Confidentiality and Privacy policy, Digital Media policy and [Code of Practice](#) in connection with the use of disclosure information and with the functions of registered persons.