



Little Elm's will share business information when there is a purpose to do so, for example, to facilitate the effective running of the nurseries.

Little Elms expects all employees who have access to sensitive personal information belonging to employees, children and/or parents/carers, to take all practical steps to ensure that if data is required to be shared, this is done so securely.

Internal Server

The Little Elms server is only available to those with relevant permissions based on their job role and business needs. Therefore, whenever possible, saving documentation that contains personal data into the internal server, is our preferred way to securely share information internally.

Email

Little Elms adopts a policy of limiting whenever possible, the sharing of sensitive personal data via email. However, there will be circumstances where this is required and is unavoidable (for example, when sharing information with the local authority or other external regulatory bodies, if they do not have a secure method to receive information).

When sharing group information (for example staff rota, team memo's etc) Managers will use the BCC (blind copy) function, so that individual and personal emails addresses are kept confidential from other members of the team.

External Post

Any sensitive personal data that is required to be sent in the external post, will be sent using recorded delivery.

Internal Post

Any original documents that contain sensitive personal data that is required to be sent internally, will be sent using secure storage bags.

Guidelines for Internal Information Sharing

Whenever possible, the following information should be shared internally using the Internal Server and not using email:

Child/Parent Information

SEN Referrals,
SEN Register
Child Referrals – MASH, SEN
Account Data/Queries, including Direct Debit Information
Dietary Information
Nursery Data

Staff Information

Payroll
Safer Recruitment
DBS/Suitability Risk Assessments
Nursery Data
Staff Referrals – LADO, Incidents, Allegations
Occupational Health
Disciplinary / Investigation