**Data Sharing Policy**

Children and parents’ data might be shared with the following people / organisations:

* Children’s parents when they have a legal right to view
* CIW – all paperwork can be inspected by CIW
* The Local Authority – funding forms; learning and development information about a child when support is requested
* Local Safeguarding Children Board
* Local area SENCO – advice might be sought and information about the child might be shared with written permission from the parents
* Other professionals involved in the child’s life – with written permission from parents
* Other settings the child attends – with written permission from the parents
* HMRC – accounts, payroll, pensions, holiday entitlement and other financial documents and information

I will only share data that is necessary to allow me to do my job effectively. I am accountable for the data that I share. I will inform parents about what information needs to be shared, and how the data will be shared (verbally, on paper or electronically).

A data sharing agreement will be drawn up between myself and the other person / organisation, before any data is shared.

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