**Dropbox Policy**

At Baby Bears Day Care, we use Dropbox, this is a personal cloud storage service (sometimes referred to as an online backup service) that is frequently used for file sharing and collaboration.

Mobile Phones.

3 mobile phones within the nursery have access to Dropbox, this includes the Director (Judy Cunningham) General Manager (Chelsea Cunningham) and Deputy Manager (Hannah Parker). We have access to everything on Dropbox, this includes children’s photos, children’s personal records and parent’s/carer’s personal information. This also includes sensitive data including Safeguarding content, children health care records and staff personal and financial records.

Dropbox will be set up in the same way and protected by a password pin so if the phone is lost no one can access this information.

As the Management team we need to have access to this information at all times in case of an emergency.

Laptops.

We have one Nursery laptop that has access to Dropbox which includes children’s photos, children’s personal records and parent’s personal information. All users have their own log in and it does not leave the Nursery. This laptop is locked away securely in the front office until required.

The Director (Judy Cunningham) General Manager (Chelsea Cunningham) and Deputy Manager (Hannah Parker) all have access to Dropbox on their own personal laptops. We have access to everything, this includes children’s photos, children’s personal records and parent’s/carer’s personal information. This also includes sensitive data including Safeguarding content, children’s health care records and staff personal and financial records. All 3 laptops have been set up with a password.

**Tablets.**

We have 3 tablets in the Nursery which are used by every member of staff. These tablets have access to Dropbox which includes children’s photos, children’s personal records and parent’s personal information. These tablets are taken out on walks throughout the day and are all password protected. These tablets are locked away at the end of each day securely in the front office.