



# Confidentiality and Data Protection Policy

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Date: November 2019

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Date: November 2019



# Policy on Confidentiality and Data Protection

## Rationale

It is our intention at Stepping Stones nursery to respect the privacy of children, their parents, carers and staff, while ensuring that they access high quality nursery care and education. We believe in professional relationships, which focus on respecting and valuing each other. We feel that the safety, well being and protection of children within the nursery is paramount.

Our work will bring us into contact with confidential information. The Nursery is also aware of its obligations with regards to storing and sharing of information under the Data Protection Act 2018 and is also registered with the ICO. It is committed to complying with this regulation and guidance. The Manager and staff are aware of the implications of the Data Protection Act 2018 in so far as it affects their roles and responsibilities within the Nursery.

## **Legal requirements**

- We follow the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) 2017 and accompanying regulations about the information we must hold about registered children and their families and the staff working at the nursery
- We follow the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR), Data Protection Act 2018 and the Freedom of Information Act 2000 with regard to the storage of data and access to it.

To ensure that all persons using the nursery are confident that we do not disclose any confidential information unless authorised to do so the following procedures are adhered to:

- All personal files holding confidential information regarding children & staff are stored in a lockable filing cabinet in the office. Only senior management have access to this cabinet.
- All information restored electronically is saved onto a secure file which only management has access to.
- All parents are asked to complete a 'consent to disclosing information form' this is for the sharing of information such as transition forms to schools and liaising with agencies such as SENDCo etc. Parents are always informed prior to sharing this information.
- All members of staff and students are informed of the importance of maintaining confidentiality and the reasons for it. This is done during their induction at which time they are required to sign a confidentiality form.
- Information given by parents to the nursery staff will be treated with respect and sensitivity.
- Any sensitive information given to management by staff members will be treated with respect and sensitivity.
- Any evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the nursery except by the child's key worker and officers in charge. This will only be shared on a need to know basis.
- If it is deemed to be in the child's best interest for issues relating to safeguarding and child protection, we may need to share information without seeking parental consent.
- Students on placement at the centre will be advised of our confidentiality policy and are required to maintain it and also sign the agreement.



- Parents are informed of any issues in a confidential and sensitive manner.
- Any files relating to previous staff, children or families will be retained in a secure manor on site.
- Any files that contain sensitive or personal information that are no longer required will be destroyed by shredding them.
- All cameras are stored in a lockable cabinet in a locked office.

### **General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR) compliance**

In order to meet our requirements under GDPR we will also undertake the following:

1. We will ensure our terms & conditions, privacy and consent notices are easily accessed/made available in accurate and easy to understand language
2. Everyone in our nursery understands that people have the right to access their records or have their records amended or deleted (subject to other laws and regulations).

### **Staff and volunteer information**

- All information and records relating to staff will be kept confidentially in a locked cabinet
- Individual staff may request to see their own personal file at any time.

**This policy is in line with 3.69 and 3.70 of the statutory framework for the Early Years Foundation Stage.**