

## Confidentiality & Protection of Data Policy

### Statement of intent

It is our intention to respect the privacy of staff, children and their parents and carers, while ensuring that they access high quality nursery school care and education.

### Aim

We aim to ensure that all parents and carers can share their information in confidence that it will only be used to enhance the welfare of their children.

### Methods

To ensure that all those using - and working in - the nursery school can do so with confidence, we respect confidentiality in the following ways.

- Parents have ready access to the files and records of their own children but do not have access to information about any other child.
- Staff will not discuss any personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality.
- Any concerns/evidence relating to safeguarding are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis.
- Information about children is kept in the office which is locked when not in use. Paper based or electronically recorded information that could identify any individual associated with the setting is NOT taken off the premises by members of staff. Personal information about children, families and staff is kept securely in the office.
- Information about employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- All students studying for recognised qualifications and training, when they are observing in the nursery school, are advised of our confidentiality policy and required to respect it.
- Parents who might help at any time in the nursery school, are advised of our confidentiality policy and required to respect it.
- On admission parents are asked for their written permission for the nursery to share information with other settings that the children may attend in accordance with Ofsted guidelines and for permission to share anonymously children's records/photos with other Early Years Professionals for educational purposes. Also permission is sought for photo/video share with parents on the occasion of school events & celebrations with the proviso that nothing should be downloaded onto the internet.

We abide by the Data Protection Act 1998 and the General Data Protection Regulation 2018 respecting the rights and duties to safeguard personal data. We do not retain personal information any longer than necessary and are guided by the DPA 1998. Data is checked at regular intervals and deleted or destroyed when no longer needed provided there is no legal reason to hold it. We have a Privacy Policy in place and all parents are informed of our Policies and where to access them.

***All the undertakings above are subject to the paramount commitment of the nursery school, which is to the safety and well-being of the child. Please see also our policy on Safeguarding Children & Whistle Blowing.***