

Confidentiality



EYFS: 3.69, 3.70

At **Coalway Early Years** we need to keep certain personal information about children, families who use our service, about staff and volunteers, and about representatives of other agencies that may be involved in our operations. We keep this information in order to fulfil the requirements set out in the 'Statutory Framework for the Early Years Foundation Stage (2021 edition)', and to fulfil our contractual obligations to provide the best care and education for your children. We only collect personal data when we have a lawful reason to do so and we only use it for the purpose it was originally obtained for. We take steps to ensure that the data we keep is accurate, up to date and kept securely.

Legal requirements

- We follow the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) 2021 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 Regulations' (GDPR), effective from 25th May 2018.

Procedures

It is our intention to respect the privacy of children and their families and we do so by:

- Storing records containing personal data in a locked filing cabinet or electronically in password-protected or encrypted files
- Ensuring staff, student and volunteer inductions include an awareness of the importance of confidentiality and that information about the child and family is not shared outside of the nursery other than with relevant professionals who need to know that information. If staff breach any confidentiality provisions, this may result in disciplinary action and, in serious cases, dismissal. Students on placement in the nursery are advised of our confidentiality policy and required to respect it
- Ensuring that all staff, volunteers and students are aware that this information is confidential and only for use within the nursery and to support the child's best interests with parental permission
- Ensuring that parents have access to files and records of their own children but not to those of any other child, other than where relevant professionals such as the police or local authority children's social care team decide this is not in the child's best interest
- Ensuring all staff are aware that this information is confidential and only for use within the nursery setting for the purpose it was obtained for, and of the lawful reason for collecting it. We only share information for the purpose of

fulfilling our contractual obligation to provide care and education for the child, and parental permission for sharing this information will be sought unless safeguarding of the child overrides this

- Ensuring staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs
- Ensuring staff, students and volunteers are aware of and follow our social networking policy in relation to confidentiality
- Ensuring issues concerning the employment of staff remain confidential to the people directly involved with making personnel decisions
- Ensuring any information is shared with as few people as possible on a 'need-to-know' basis
- Ensuring that staff know that if a child is considered at risk, our safeguarding/child protection policy will override confidentiality.

All the undertakings above are subject to the paramount commitment of the nursery, which is to the safety and well-being of the child.

Staff and volunteer information

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

We ask parents at the point of registration, and also all staff and volunteers to sign a 'Privacy Agreement' which explains how we will use the personal data we hold and their rights in respect of this in line with current data protection laws (GDPR).

This policy was adopted on	Signed (nursery manager)		
	Signed (Chair or Committee)		
Date for review		Date for review	
Date for review		Date for review	