



CONFIDENTIALITY POLICY

The setting's work and contact with children will sometimes bring us into contact with confidential information.

To ensure that all those using and working at the setting can do so with confidence, we will respect confidentiality in the following ways:

- Parents and carers will have access to the records of their own children, but will not have access to information about any other child.
- Individual files will be kept in a secure place without public access.
- If a child is in receipt of nursery funding the child's foundation stage record will be passed on to the next setting, in accordance with Government guidelines.
- Staff will not discuss individual children with people other than the parents/carers of that child, except for purposes of activity planning/group management.
- Information given to the Manager or Key Person by the parents/carers will not be passed on to other adults without permission.
- Issues to do with employment or staff, whether paid or voluntary will remain confidential to the people directly involved with making personal decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the setting except with the child's Key Person, the Manager or Owner.
- Students on recognised courses observing at the setting will be advised of our confidentiality policy and required to respect it.

The above is to maintain the paramount commitment and ethos of the settings, which is to the safety, and well-being of the child.

DATA PROTECTION

We adhere to the data protection act 1998 (revised 2000) therefore we will comply with the following.

Information must be –

- Fairly and lawfully processed.
- Processed for limited purposes.
- Adequate, relevant and not excessive.
- Accurate.
- Not kept longer than necessary.
- Processed in accordance with the data subjects rights.
- Secure.
- Not transferable to countries without data protection.

Date written 5-9-16

Due for review 5-9-17