

Confidentiality Policy

DOCUMENT CONTROL

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Approved:

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Date:

PURPOSE AND SCOPE

This policy shows how we will ensure confidentiality are dealt with

Reviewed

Date	Reason for update
Nov 10	Reviewed

CHANGE HISTORY

Issue	Nature of change
4	Added more information on Data Protection

Computer updated

Date

CONFIDENTIALITY POLICY

The nursery's work with children and families will sometimes result in contact with confidential information.

To ensure that all who use and work in the nursery can do so with confidence, confidentiality will be respected in the following ways:-

- Parents/carers will have ready access to any information regarding their own children but will not have access to information about any other children.
- Staff should not discuss individual children, other than for the purposes of curriculum planning/nursery management with anyone other than the parents/carers/special needs co-ordinator of that child **without the parent's permission**.
- Information given by parents/carers to members of staff should not be passed to other adults without permission.
- Any anxieties/evidence relating to a child's personal safety should be kept in a confidential file and should not be shared except with the nursery staff.
- Issues to do with the employment of staff, whether paid or unpaid, should remain confidential to the people directly involved with making personnel decisions.
- Students on work experience should be advised of our confidentiality policy and be required to accept it.
- The safety and well being of the child will be of paramount importance.

The Nursery will comply with all requirements of the Data Protection Act. At the heart of Data Protection are 8 common sense rules known as the 'data protection principles'

Anyone collecting personal information must:

1. Fairly and lawfully process it
2. Process it only for limited, specifically stated purposes
3. Use the information in a way that is adequate, relevant and not excessive
4. use the information accurately
5. Keep the information on file no longer than absolutely necessary
6. Process the information in accordance with legal rights
7. Keep the information secure
8. Never transfer the information outside the UK without adequate protection