

Confidentiality Policy

Aims

- To ensure that parents/carers can share information about their child, their family and home in the confidence that it will be used only to enhance the welfare of their child/ren.
- To ensure that we comply with the Data Protection Act 2018, the Freedom of Information Act 2000 and the General Data Protection Regulations (“GDPR”) 2018.

Methods

Keeping information confidential

- We understand our duty to protect the privacy of the children in our care as well as the legal requirements that exist to ensure that information relating to children is handled in a way that ensures confidentiality.
- Nannies/Carers and Agency staff do not disclose personal information about children, parents or staff to anyone outside the agency unless authorised to do so by the parents or required to by law.
- Personal information about children (e.g. personal details about themselves, home or family) is not shared with anyone outside the Agency unless the child’s parent/carer has given written permission. The only exception to this is if the Agency is required to share information by law.
- Staff members do not disclose personal information given to them by parents/carers to other members of staff unless it affects planning for the child's needs or there is some other professional need to do so.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Staff members never discuss the Agency or any matter relating to the nursery on any public electronic communication system, including but not limited to social medias unless authorised to do so by a senior management team member (i.e. Agency Owner).

Access to records

- Information about a child may be shared with other childcare providers if a child is attending a childcare setting, but this is done only if the child’s parent/carer has given permission.
- A written request must be made for any other personal files relating to children, parents/carers or staff to be disclosed and data protection rules are taken into account before these are disclosed.

Information security

- Paper records that contain sensitive personal information about children, parents/carers and/or staff members are kept securely in a locked file on the premises and access to this is restricted to authorised personnel.
- Sensitive paper records are securely destroyed (e.g. by shredding) before they are disposed of.
- Sensitive electronic records are stored only in the Agency’s password protected computer system and are never copied to non-secure computers, USB sticks, external hard drives or similar devices.

Safeguarding

- All the undertakings above are subject to the paramount commitment of the Agency, which is to ensure the safety and well-being of the child. Please see also our "Safeguarding Policy".
- Any information relating to a child's personal safety is kept in a secure, confidential file and shared with as few people as possible on a "need-to-know" basis. This file must be separate from other records relating to the child.