



# Confidentiality Policy

Reviewed date: November 2023

## Introduction

This policy is in place to protect all children and families involved in our nursery school, adhering to The Data Protection Act 2018 and General Data Protection Regulation (GDPR).

Our commitment to confidentiality ensures the safety and well-being of all members of our community.

## Record Keeping

Confidential records about children and families are kept in a secure, locked filing cabinet. Digital records are stored securely with access restricted to authorized personnel only. Regular audits and data protection training ensure the safety and confidentiality of these records.

## Information Sharing

Information about children and their families will only be shared with external professionals on a need-to-know basis and with the parent's/guardian's consent, unless there is a safeguarding issue or other legal obligation. In such cases, we adhere to our child protection policy.

## Breach of Confidentiality

Confidentiality may be breached if a child's safety is at risk. Such instances will be carefully managed, and appropriate authorities will be notified following our child protection guidelines to ensure the child's welfare and legal compliance.

## Personal Devices Policy

The use of personal devices, including mobile phones and cameras, is strictly regulated on the premises. Staff members may not use personal devices to capture, store, or transmit any information about the children.

## Social Networking Policy

All staff must adhere to our Social Networking Policy, which outlines appropriate use of social media in relation to the nursery and its members. This policy is available upon request and ensures the privacy and respect of all individuals associated with our nursery.

## Staff Training and Induction

Confidentiality training is an integral part of the induction process for all staff, students, and volunteers. Regular refresher sessions are conducted to ensure ongoing awareness and compliance with our confidentiality standards.

## Review and Updates

This policy will be reviewed and updated annually or as required to ensure it aligns with the latest legal requirements and best practices. Our goal is to maintain a safe and respectful environment for our children and families.

### **Language and Accessibility**

This policy is written in clear, accessible language. Translations or clarifications will be provided upon request to ensure understanding by all members of our nursery community.

### **Parental Involvement and Feedback**

We welcome and encourage feedback from parents and guardians on this policy. Their insights help us maintain