



# **Data Protection and Confidentiality**

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At hdc we recognise that we hold sensitive/confidential information about children and their families and the staff we employ. This information is used to meet children's needs, for registers, invoices and emergency contacts. We store all records in a locked cabinet or on the office computer that are password protected in line with data protection principles. Any information shared with the staff team is done on a 'need to know' basis and treated in confidence. This policy will work alongside the Privacy Notice to ensure compliance under General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR)).

## 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/club provision.
- We follow the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR)) and the Freedom of Information Act 2000 with regard to the storage of data and access to it.

## Procedures

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

- Storing confidential records in a locked filing cabinet or on the office computer that are password protected
- 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/club other than with relevant professionals who need to know that information. It is not shared with friends and family, discussions on the bus or at the local bar. If staff breach any confidentiality provisions, this will result in disciplinary action and, in serious cases, dismissal. Students on placement in the nursery/club 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/club 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/club setting. If any of this information is requested for whatever reason, the parent's permission will always be sought other than in the circumstances above
- 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 concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a 'need-to-know' basis. If, however, a child is considered at risk, our safeguarding/child protection policy will override confidentiality.

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

### **General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR) compliance**

In order to meet our requirements under GDPR we will also undertake the following:

1. We will ensure our terms & conditions, privacy and consent notices are easily accessed/made available in accurate and easy to understand language
2. We will use your data only for supporting your child's development and welfare and only contact you for information concerning your own child. We will not share or use your data for other purposes.
3. hdc understands that people have the right to access their records or have their records amended or deleted (subject to other laws and regulations).

### **Staff and volunteer information**

- All information and records relating to staff will be kept confidentially in a locked cabinet or on the office computer that are password protected in line with data protection principles
- Individual staff may request to see their own personal file at any time.

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## Document Control

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## Version Control

<b>Version</b>	<b>Author</b>	<b>Date</b>	<b>Changes</b>
1.01	Wendy Edmunds	9 December 2018	First draft for comment
1.02	Wendy Edmunds	7 January 2019	Final draft
1.03	Wendy Ellis-Smith	22 June 2021	Updated

## Glossary of Terms

COEL	Characteristics of Effective Learning
CPD	Continuous Professional Development
EAL	English as an Additional Language
EYFS	Early Years Foundation Stage
Ofsted	Office for Standards in Education
SEND	Special Educational Needs and Disability
SENDCo	Special Educational Needs and Disability Co-Ordinator
SMART	Specific, Measurable, Achievable, Realistic, Timely