



Confidentiality and GDPR

Confidentiality

We are aware that at Chantry House Nursery, we hold sensitive and confidential information about our children, families and staff, we ensure this information is only used in order to meet the children's needs, invoices, registers and emergency contacts. All records are stored in a locked cupboard and/or on the office computer where files are password protected. Any information shared with staff on a "need to know" basis and treated in confidence.

- ☐ Staff, students and volunteers are reminded of the importance of confidentiality throughout and as part of their induction process
- ☐ Information about a child and their family is not to be shared outside of nursery other than with relevant professionals (parents are always asked for permission prior)
- ☐ If any staff breach confidentiality, they may receive disciplinary actions, or in serious cases, this could be a dismissal
- ☐ Parents are able to have access to their own records, but not any other child's - although in some cases, relevant professionals such as police or the local authority's social care team may decide this isn't in the child's best interest
- ☐ Staff must not discuss personal information given by parents amongst other members of staff- unless it affects planning the child's needs
- ☐ Staff, students and volunteers must follow social networking policy
- ☐ Issues concerning the employment of staff must remain confidential between those it directly involves
- ☐ Concerns/evidence relating to a child's personal safety must be kept in a secure confidential file and only to be shared with relevant people. However, if a child is at risk, our Safeguarding and Child Protection Policy will override confidentiality

GDPR

At Chantry House Nursery, we follow General Data Protection Regulations by ensuring that terms and conditions, privacy and consent notices are easily accessed. We are aware that we must have a lawful reason for collecting personal data and must not collect more data than necessary. Information must be kept accurate and up to date and cannot be kept longer than needed.

GDPR provides the following rights for individuals:

- ☐ The right to be informed
- ☐ The right to access
- ☐ The right to rectification
- ☐ The right to erase
- ☐ The right to restrict processing
- ☐ The right to data portability
- ☐ The right to object

We follow these procedures in accordance with the following regulations:

General Data Protection Regulation (GDPR)

Data Protection Act 2018



*Early Years Foundation Stage Statutory Framework
Freedom of Information Act 2000*

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/05/2025	Donna Thompson	01/05/2025