



## The Wye Nursery Policies and Procedures

### Confidentiality and Data Protection Policy

At The Wye Nursery we recognise that we hold sensitive/confidential information about children, 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. Any information shared with the staff team is done on a 'need to know' basis and treated in confidence. This policy will work alongside our privacy notice to ensure compliance under General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR)).

We follow the legal requirements set out in the statutory Framework for the Early Years Foundation Stage (EYFS) 2017 and accompanying regulations about the information we must hold about registered children and their families and the staff working at the nursery.

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.

To ensure that all those using and working in the setting can do so with confidence we will respect confidentiality in the following ways:

- Prior written permission will be obtained to enable us to hold personal details on children and staff.
- We store confidential records in a locked filing cabinet.
- Staff will not discuss individual children, other than for purposes of curriculum planning or group management, with people other than the parents/carers of that child.
- Staff will be required to sign the confidentiality policy as part of their terms of employment. We will ensure that 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 other than with relevant professionals who need to know that information. It is not shared with friends and family.
- Information given by parents/carers to staff will not be passed on to other adults without permission **except if there is a child protection concern.**
- Issues to do with the employment of staff, whether paid or voluntary, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the child's keyperson or a manager.
- Students on placement studying recognised courses at The Wye Nursery will be advised of our confidentiality policy and required to respect it and sign in agreement and understanding.
- Records relating to children and staff will be retained for the appropriate amount of time as recommended by the local authority before being destroyed (Cross-shredded).

All the undertakings above are subject to the paramount commitment of The Wye Nursery which is to the safety and well-being of the child. ***Please see also our policy on Child Protection.***



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### Parental Access to records

- Parents can view the files and records of their own children on request but will not have access to information about any other child.
- Records of the child's achievements are kept in their room on the shelf or in a cupboard during the day and locked away in the office when nursery is closed. Personal information is kept in a file in a lockable cabinet to which only managers/room supervisors have access.
- Parents are required to submit a written request for personal files held on their children.

### Staff and volunteer information

- All information and records relating to staff will be kept confidentially in a locked cabinet.
- Individual staff may request to see their own personal file at any time.

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

1. We will ensure our terms and conditions; privacy and consent notices are easily accessed/made available in accurate and easy to understand language.
2. We will use your data to comply with the legal requirements of the EYFS and only contact you when we need to in the best interests of your child. We will not share or use your data for other purposes.
3. Everyone in our nursery understands that people have the right to access their records or have their records amended or deleted (subject to other laws and regulations).

**The Wye Nursery considers any unauthorised disclosure of confidential information as a serious offence and will take the appropriate disciplinary action against any staff member who breaks the confidentiality agreement (see disciplinary procedure).**