



Wattisham Airfield Childcare Centre

Confidentiality & Data Protection

There are record keeping systems in place that meet legal requirements. All storing, sharing and deletion of information take place within the framework of the General data protection regulations (GDPR) and the Information commissions office (ICO)

Procedures

- Some parents sometimes share information about themselves with other parents as well as staff; the setting cannot be held responsible if information is shared beyond those parents whom the person has 'confided' in.
- Information shared between parents in a discussion or training group is bound by a shared agreement that the information is confidential to the group and not discussed outside of it.
- Parents/Carers are informed of our procedures regarding data held on their child alongside registration forms when their child first starts with us
- Personal information stored on children and staff within the setting are kept secure
- Parents have access to the files and records of their own children through management but do not have access to information about any other children.
- We inform parents when we need to record additional confidential information beyond the general personal information we keep- for example with regard to any injuries, concerns or changes in relation to the child or the family, any discussions with parents on sensitive matters, any records we are obliged to keep regarding action taken in respect of child protection and any contact and correspondence with external agencies in relation to their child.
- **All Data we keep, where it is stored and how it is discarded is included in this policy**

Personal records

- These include registration and admission forms, signed consent forms, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.
- These confidential records are stored in a lockable filing cabinet and are kept secure by management.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.

Developmental records (Tapestry)

- These include observations of children, photographs, video clips and termly developmental reports.
- Tapestry is password protected by the parents.

Committee members

- Personal details of committee members are stored in a locked cupboard in the setting. These are shredded when the person is no longer a member of the committee and ofsted is informed.
- Minutes from meetings are stored in a locked cupboard

Data Breach

- We will notify the Information commissioners office (ICO) of a data breach within 72 hours of becoming aware of the breach.

Access to records procedures

Parents may request access to any confidential records held on their child and family following the procedure below:

- Any request to see the child's personal file by a parent or person with parental responsibility must be made in writing to the manager.
- The manager informs the chairperson of the management committee and sends a written acknowledgement.
- The setting commits to providing access within 1 month.
- The manager and chairperson of the management committee prepare the file for viewing.
- All third parties are written to, stating that a request for disclosure has been received and asking for their permission to disclose to the person requesting it. Copies of these letters are retained on file.
- 'Third parties' include all family members who may be referred to in the records.
- When all the consents/refusals to disclose have been received these are attached to the copy of the request letter.
- A photocopy of the complete file is taken.
- The manager and chairperson of the management committee go through the file and remove any information which a third party has refused consent to disclose.
- Outside agencies may request information regarding a child. This will only be shared with parental consent.
- Information may be shared with the safeguarding team without parent permission if staff feel it is detrimental to the child's wellbeing to seek this.

Social networking apps

- Staff do not display where they work on social networking sites. They do not share confidential information about other staff members, Parents and/or children.

Legal framework:

- Children Act, 1989, 2004, 2006
- Childcare Act 2006
- Data Protection Act 1998
- General data protection regulation 2018
- Information commissioner’s office
- Employment Act 2002

This policy was adopted at a meeting Wattisham Airfield Childcare name _____ of
 for Centre setting
 Held on _____ (date)
 Date to be reviewed _____ (date)
 Signed on behalf of the management _____
 committee
 Name of signatory _____
 Role of signatory (e.g. chair/owner) _____

Review dates:

Date _____ **signed** _____

Date _____ **signed** _____

Date _____ **signed** _____

Date _____ **signed** _____

Date _____ **signed** _____