

CONFIDENTIALITY POLICY

NSPo8
V3

Statutory Framework for the EYFS 2023
Keeping Children Safe in Education 2023
Early Years Inspection Handbook 2024
General Data Protection Regulation (GDPR) 2018

PROCEDURE

REFERENCE

FORM

- NSR14 – Getting it Right: A Brief Guide to Data Protection for Small Businesses**
- NAR1 – Parent Information Pack**

- Records must be kept on the premises of the setting unless an alternative location for them has been agreed with Ofsted in advance of them being relocated.
- All staff, parent and children’s files should be stored in a locked filing cabinet. The location of the key should be known only to the Business Manager and Admin Assistant Arrangements should be made for the key to be handed to another senior member of staff when the keyholder is absent so that these records remain immediately accessible when required.
- Access to files containing medical or other confidential information is limited to people who have a proper business reason for using it. Once a file has been accessed, staff will read only what is relevant to the job in hand.
- All progress records and child observations will be kept confidential and only discussed with the child’s Key Person, Room / Group Leader, senior management and parent / guardians. (In some cases, SENCO and professional specialists will also require access to this information and the need to share this information with them will be discussed with the parents.)
- All medical and accident records will be discussed with the child’s parents and Key Person, but will not be discussed with outsiders, other than those from a governing body e.g. Ofsted, Children’s Social Care and only once the identity of the enquirer has been established and that they are entitled to the confidential information requested.
- Anyone requesting confidential information will be referred to the Business Manager or Admin Assistant. All requests for personal information on the children (other than a request by a parent to see their child’s development records) will be required in writing. Information will never be disclosed on the first contact, but the caller’s identity and reason for requesting the information will be noted and then they will be called back at their office to confirm their identity and the validity of their request. No member of staff will disclose confidential information to third parties without the express permission of Head of the setting or their deputy.
- The Data Protection Act 1998 applies to personal data that can be used to identify a living individual. In order to comply with the Data Protection Act 1998, the public should be advised in writing indicating how data collected will be used. The recommended form of words is:



“The information that you have provided on this form will be used for (purpose) ... only. We will not disclose any information about you to outside organisations or third parties without your written consent, unless the law requires us to do so.”

Wellingtons for Langley Hall provides the above statement regarding the Data Protection Act within its Parent Information Pack **NAR1** and this states that this statement applies to all information provided by a parent to the setting. Parents may ask to see data that is held on them or their child.