



DATA PROTECTION AND CONFIDENTIALITY POLICY

At Cotton Tails Nurseries Ltd 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 / office or on the office computer with files 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).

It is required of all staff, students and visitors working at within Cotton Tails Nurseries Ltd to maintain very high standards of confidentiality. We have a designated area in which parents/carers and staff can meet confidentially.

Legal requirements:

- 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.

Procedures:

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

Children –

- Any information records, discussions, observations or assessments taking place in relation to any individual child in our care, must remain in the confines of the nursery and stored appropriately.
- It is not acceptable to openly speak about any professional decisions or actions made outside of the working environment.
- At times there may be very specific issues affecting a child, information regarding such will be shared on a 'need to know' basis to avoid inaccurate assumptions or decisions being made.
- 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 Policy will override confidentiality.

Parents –

- 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. Often parents / carers may discuss personal matters with a member of staff or even the team. These conversations should remain private, with the exception of any areas of concern, directly related to the child or family's welfare. In these case members of staff do have a duty to inform senior workers. Issues of safeguarding must always override the confidentiality policy.

Happy Days

407 Hagley Road West, Quinton. B32 2AD



- Cotton Tails Nurseries Ltd does not condone the use of social networking sites (such as Facebook) as a means of establishing relationships with parents. Anyone found to be linked to a parent via a social networking site and/or disclosing information in this manner will be disciplined, which could result in dismissal.
- 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

Colleagues / Students –

- 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 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 may result in disciplinary action and, in serious cases, dismissal. Students on placement in the nursery are advised of our confidentiality policy and required to respect it
- Confidential matters regarding fellow members of staff or management should also remain private. Chitchat from one person to the next often results in exaggerated misinformation. Therefore, it is not allowed. Again, information will be shared on a 'need to know basis'.
- The content of each individual employee's supervision/appraisal will remain private. Ensuring issues concerning the employment of staff remain confidential to the people directly involved with making personnel decisions
- Employees are expected not to disclose information regarding salary or annual bonus with each other.
- Whilst it is important for an employee not to openly share the information that has been shared between manager/senior colleagues and themselves, it is equally important that others do not 'seek out' information by actively asking questions. Anyone found to be in breach of this will be disciplined. Everyone has the right to privacy.

Paperwork/Files –

At all times the manager/administrator/senior team will endeavor to keep all paperwork and computer files stored in the appropriate place. If you have gained access to the office/computer and come across any files of a confidential nature you are encouraged to advise your manager of what you have seen, you must then refrain from divulging any information with anyone else. By doing so you could be disciplined or dismissed. Data breaches must be reported to the ICO (Information Commissioner Office)

All the undertakings above are subject to the paramount commitment of the nursery, 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 the purpose in which it was intended to be used for, and in order for us to comply with Legal requirements (see page 1) and only contact you in order for us to offer our childcare service and monitor the health and well-being of the children who attend. 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).

