

# Whitley Lodge Under Fives

## Data Protection and Confidentiality Policy

At Whitley Lodge under Fives 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 cupboard (except our registration file that is kept in our 'grab bag' next to the door in case we need to leave the classroom in an emergency) once the children have left the setting, the file is locked away in the cupboard. Our computer and I-pads 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 is treated in confidence. This policy will work alongside the Privacy notice to ensure compliance under General Data Protection Regulation (GDPR)

### **Legal Requirements**

- We follow the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) 2021 and accompanying regulations about the information we hold about registered children, their families and the staff working at the pre-school.
- We follow the requirements of the General Data Protection Act 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:

- Storing confidential records in a locked filing cabinet (unless in our emergency grab bag during session times) Information about individual children is used in certain documents, such as, our register, medication forms, waiting list, invoices, learning journeys, registration forms, health care plans, Education Grant, working with other agencies, transition forms, progress checks and photographs. These documents include data such as children's names, date of birth and addresses but are shredded after the relevant retention period.
- Ensuring all staff and student inductions include an awareness of the importance of confidentiality and that information about the child and family is not shared outside of the pre-school, other than with relevant professionals who may need to know. It is not shared with friends and family or in discussions in public places. If staff breach any confidentiality provisions, this may result in disciplinary action. Students who may be on placement in the pre-school are advised of our policy and are required to respect it

- Ensuring that parents have access to their own child’s learning journey and records but not those of any other children
- Ensuring any concerns 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/child protection policy will override confidentiality.

Whitley Lodge Under Fives is registered with the ICO (nformation Commissioner’s Office) under registration reference ...ZA559163

This policy was read and understood by all staff.

Carol Shields.....

Joanne Cameron.....

Helen Graham – Potts.....

Jayne Pronk.....

Amy Kennedy.....

Staff meeting date – 4<sup>th</sup> September 2023

Policy to be revised September 2024