

## Confidentiality Policy

Due to the nature of the work carried out by Over Puddleducks Pre-school's, it sometimes leads us to with confidential information. It is our intention to respect the privacy of our members. Puddleducks has regard to the Data Protection Act 1998 and the GDPR

- Parents will have access to the files and records on Tapestry of their own children but will not have access to any information about any other child.
- Children's Development Records, next steps, and settling forms will remain the property of Puddleducks Pre-school until the child leaves, when they will be given to the parents who can pass them on to any pre-school or primary school if they choose to.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child.
- Information given by parents/carers to the pre-school leader or key person will not be passed on to other adults without permission.
- Issues to do with the employment of staff, whether paid or unpaid, 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 management staff, designation child protection officer or on a 'need to know' basis.

Students on recognised qualifications and training, will be advised of our confidentiality policy and be required to respect it.

All personal information is stored in a lockable filing cabinet and any unnecessary documents are disposed of in a secure and timely way.  
Systems have been put in place to destroy confidential information (i.e. a shredder).

Where Puddleducks must save information onto an external hard drive, it is securely stored and password protected that only the essential people know the password for.

For our compliance with the Early Years Foundation Stage (EYFS), OFSTED, the Local Authority and DfE we are required to have and hold personal data about the child/ren and their families

### **In line with the GDPR principles the data we collect must be;**

- processed fairly, lawfully and in a transparent manner in relation to the data subject
- collected for specified, explicit and legitimate purposes and not further processed for unrelated or incompatible other purposes
- adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed
- accurate and up to date

- kept in a form that permits identification of data subjects for no longer than is necessary for the purpose for which the data was collected
- processed in a way that ensures appropriate security of the personal data including protection against unauthorised processing, accidental loss, destruction or damage using appropriate technical and organisational measures

Parents have the right to inspect records about their child at any time, and should be requested in writing to the Manager. Puddleducks will respond and grant access to data held about you or your child within one calendar month of the request. Parents will be prompted regularly to ensure we are updated of any changes to the child's circumstances.

Information sharing is an expectation within the Early Years Statutory Frameworks. Information will be shared with another childcare provider if the child attends more than one. We are also required to share information with Cambridgeshire County Council in relation to the childcare and EY entitlements. We will not share any information with anyone without parents' consent unless there is a child protection concern. OFSTED may require access to the records at any time.

We record all accidents via the child's Care Diary on their Tapestry profile. Every month, these records are downloaded to a password protected external hard drive and given to the Health and Safety representative serving on the committee for review. OFSTED will be notified of accidents which are considered serious, or could impose an insurance claim e.g. an accident resulting in a doctor or hospital visit. We will inform OFSTED, The Local Authority, and the Health and Safety Executive of any significant injuries, accidents or deaths as soon as possible.

We record all significant incidents on the Care Diary and discuss with parents so that we can work together to resolve any issues, and prevent any re-occurrences.

We are required by law to keep some data for some time after a child has left the setting. We ensure that data is disposed of appropriately and securely.

*This policy was adopted by the committee on behalf of Over Puddleducks Pre-school held on .....*

*Signed on behalf Over Puddleducks Pre-school .....*  
*Name.....*  
*Date .....*