



Confidentiality Policy

This policy was adopted at a meeting of:

Torphins Playgroup Pre-School

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On *(date)*

Signed Designation

Statement of Purpose

The Early Learning and Childcare (ELC) setting recognises that the safety and well being of children and families is of paramount importance. All information, verbal or written, will be treated confidentially and the privacy of those involved in the service will be respected. We require to hold information about the children and families and staff working within the setting and systems will be in place regarding the sharing and storage of this information. Parents will be able to share information in confidence knowing it will only be used to enhance the welfare of their children. **However we cannot withhold confidential information regarding the welfare of the child and this information will be disclosed to specified personnel and agencies if required.** Parents will be made aware of this on enrolling their child to the setting and also through the parents` handbook/welcome pack. Throughout the guidance the term parents will be used to include all main caregivers.

Data Protection Act 1998 (DPA)

The Data Protection Act controls how personal information is used and certain principles must be followed regarding information.

- Information must be used fairly and lawfully
- Information must be used for limited, specifically stated purposes
- Information must be used in a way that is adequate and relevant
- Information must be accurate
- Information must be kept safe and secure and kept for no longer than absolutely necessary

Settings may need to be registered with the Information Commissioner's Office. There is an on-line self-assessment toolkit which will assist with this process on their website www.ico.org.uk. There may be a legal reason for data to be given to an agency or the Care Inspectorate.

Torphins Playgroup Pre-School is registered No: Z8691399.

Records and Storage of Records

To ensure the smooth running of the setting we keep a variety of records including health and safety records, financial records, employment records of staff, students and volunteers and development plans. We also keep records of the children including:

- Personal Records
- Developmental Records

Personal Records will record information including registration and consent forms, contact information, correspondence from other agencies regarding the child and or family, health issues and any other, relevant, confidential information. These records will be stored securely in a lockable cabinet. Parents will have access only to their own child's file.

Developmental Records may include samples of the children's work, photographs, observations of the child's progress in the setting and any other relevant information pertaining to the child's progress. These records are usually kept within the playroom and

can be accessed and contributed to by children, staff and parents. Parents will only have access to their own child's records.

All information regarding children and /or their families will be accurate and up to date and shared only with the appropriate personnel. Each child's personal records concerning information relating to medical matters, child protection matters, additional support needs will be retained for a ten year period and safely disposed of by shredding, pulping or burning. In collecting, holding and processing personal data the setting complies with current Data Protection rules and guidance.

Staff Records

All issues regarding the employment and management of staff are confidential to the people directly involved i.e. the staff member and those involved in making the decisions. Staff will have their own personal record containing relevant information and they will have access only to their own personal record. Records will be kept securely by the person specified by the employer as having access to the personnel files. In committee managed settings these names will need to be reviewed regularly, at least annually, and any changes recorded as appropriate. Records will be disposed of by burning, shredding or pulping and will be kept no longer than necessary. Records should be regularly reviewed and information no longer required should be deleted.

Any personal information regarding a member of staff will not be passed to another person without their prior knowledge and consent. Information regarding an individual's performance will be confidential as will any disciplinary or grievance matters in which they are directly involved.

Any breach of the procedures will be investigated and will result in disciplinary action being taken if involving a staff member. In a committee managed service any breach of the procedures will result in a complaint being raised against them.

Monitoring of this Policy

It will be the responsibility of **the Manager** to ensure that all staff, including new or temporary staff, are familiar with this policy and to monitor that it is being implemented. Parents should be made aware of this policy through the parents` handbook and the enrolment procedure.

The policy will be reviewed annually to ensure all records are relevant and up to date.

See also:

Additional Support Needs Policy

Administration of Medication Policy

Child Protection Policy

Complaints Policy

Use of ICT Policy

Safe Recruitment Policy

Staff Development

Whistleblowing Policy

Anti-bullying and Harassment Policy

Links to national policy:

National Care Standards 3,6,7,8,10,14

<http://www.nationalcarestandards.org/files/early-education.pdf>

Find out more:

For information regarding Data Protection contact:

Information Commissioner's Office Scotland

45 Melville Street

Edinburgh EH3 7HL

Email:Scotland@ico.org.uk

Telephone 0131 244 9001

Data Protection Act (1998)

<https://www.gov.uk/data-protection>