



## Confidentiality Policy

### **Statement of Purpose**

Torphins Playgroup 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. Throughout the guidance the term parents will be used to include all main caregivers.

The following principles will be followed regarding personal 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.

Torphins Playgroup is registered with the Information Commissioner's Office. Torphins Playgroup Pre-School is registered No: Z8691399.

### **Records and Storage of Records**

To ensure the smooth running of Torphins Playgroup 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 digitally on the Learning Journals platform. Staff and parents have their own individual login and password to access this platform. 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 GDPR rules and guidance and permission from parents and staff is sought on registration or induction.

### **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 Manager in a locked cabinet. 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.

### **Confidentiality Agreement**

On signing of Contract of Employment all staff agree to the following statement;

“During the course of your employment, you may come into contact with confidential information concerning the children and families within the group. **You will not**, during the term of your employment, disclose or allow the disclosure of any confidential information (except in the proper course of your employment).

After the termination of this Agreement you shall not disclose or use any of the Group's information for your own or any other persons benefit.”

November 2023