



CONFIDENTIALITY POLICY

Statement of intent:

Teston & Wateringbury Preschool respects the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our pre-school.

Aim:

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

Methods:

1. All verbal and written communication of a personal nature is treated in the strictest confidence.
2. The staff, trustees and committee members are aware of the need to maintain privacy and confidentiality at all times. Staff meetings and trustee meetings (except annual general meetings) are not held in public places.
3. Staff must use a separate room ('phonics' room) for confidential discussions about children.
4. Data Protection officer is Caroline Smedley

Written records

Every organisation that processes personal information has to comply with the (GDPR) General Data Protection Regulation law, May 2018 and must register with the Information Commissioner's Office (ICO).

Teston & Wateringbury Preschool is registered with the ICO – **see Appendix 1**. A detailed note about the Data Protection Act is contained in our general Information Guide which is given to parents upon initial enquiry or at the time of registration – **see ADMISSIONS POLICY Appendix 1**.

The Preschool holds information on children in order to support their development, to monitor their progress, to provide appropriate pastoral care, and to assess how well the setting as a whole is doing. This information includes contact details, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. From time to time Early Years Settings are required to pass on some of this data to Local Authorities, DfE and to agencies that are prescribed by law such as Ofsted.

Children, as data subjects, have certain rights under the General Data Protection Regulation law, May 2018, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves – except where data protection laws stipulate it is against the best interests of the child to do so. Comments from parents may be incorporated into children's records.

Parents wishing to access the personal data held about their child initially need to speak to the manager and may be asked to put their request in writing to the relevant body (ie Ofsted).

To fulfil their responsibilities under the law, the organisation may, before responding to this request, seek proof of the requestor's identity and any further information required to locate the personal data requested.

Storage/Transportation

Records on staff and children are only accessible to those who have a right or professional need to see them. We take all reasonable steps to ensure that any personal information we process is securely stored by:

- Only storing/transferring personal data when absolutely necessary
- Storing files/records securely at home or in the setting
- Storing files/records onto separate dedicated hard drives with secure passwords
- Avoiding the use of e-mail when sending personal data, wherever possible, and never using full names of children or parents/carers in such e-mails
- Distributing personal information in sealed envelopes
- Seeking the consent of parents/carers to retain certain information for specific purposes when they join the pre-school – *See Admissions Policy Appendix 3*
- Transporting records to and from the setting securely and never leaving records in vehicles overnight. **See risk assessment attached.**

Confidential information and necessary records held on the pre-school premises are stored in a grey locked cabinet in the hall.

Retention

Records relating to individual children will be retained for the periods laid down in the Information Management Toolkit, Version April 2019 – *See Record-Keeping Policy for details.*

Photography

From time to time we take photographs of children during activities at pre-school or at special events such as sports day, parties and concerts. We seek parents consent at the time of registration to take such photographs and to use them for educational (ie learning journey), display or publicity purposes, including the use of photos on our website – see **Appendix 2**. We have a policy of not naming individual children appearing in photographs that are used externally for publicity purposes, i.e., in local newspapers, except with the express permission of the child's parent/carer.

Social networking policy

Staff and trustee members must not engage in activities on the Internet which might bring our pre-school or its employees or trustee members into disrepute. It is therefore not appropriate to share work-related or trustee information, whether written or pictorial, on social or professional networking sites such as Facebook, Twitter etc, blog sites or personal websites. Under no circumstances should comments be made about children, parents or other professionals that employees may come into contact with through work. At no time should photographs or materials be published that identify the setting or children, except where parents have given permission for their child's photo to appear on the pre-school's own website which is managed by the manager. Photos of staff may only be used on the Internet with the express permission of the staff members concerned.

**Refer also to:
RECORD-KEEPING POLICY
ADMISSIONS POLICY
STAFFING POLICY**

Appendix 2 - (Taken from Emergency Contacts Registration document)

Parent Share

Observations of your child taken at the preschool may be emailed to you from time to time. Please provide us with an email address below, to enable us to share these with you. (It is your responsibility to inform us if this email should change at any time.)

E-mail address for Parent Share: _____

If you do not want to receive observations of your child via email with Parent Share, please tick this box

FILMING AND PHOTOGRAPHY

From time to time events at Teston and Watringbury pre-school may be photographed or filmed i.e. concerts/sports day/parties/outings. Photos/videos will be used for educational purposes via the 2 Build a profile App for the learning journey records, displays of work or promotional purposes (including articles in local newspapers.) (Please read the statements below and circle YES or NO)

I consent to my child being photographed/filmed and for photos/videos featuring my child to be used for promotional purposes.

YES/NO

I consent to my child being photographed/filmed for educational purposes and allow these images to be stored securely and printed electronically via the 2 Build a Profile web suite

YES/NO

I give the pre-school permission to use photos of my child on the pre-school website.

YES/NO

DATA PROTECTION

Some personal information about your child is retained by the pre-school for emergency purposes and pupil progress, such as 2 Build a Profile, parent share and progress tracker. This is so that we can provide the best possible experience for you and your family. We take all reasonable steps to protect personal data by storing it securely and only allowing access to it by those who have a right or a professional need to see it. (Please read the statement below and circle YES or NO)

I understand this statement and give permission for the pre-school to keep information securely for the purposes outlined above

YES/NO

To be filled in and signed by the child's main carer:

Child's Name: _____

Date of birth (dd/mm/yyyy): _____

Home address: _____

Signature of parent/carers: _____

Please print full parent/carers name: _____

Date (dd/mm/yyyy): _____