**Data Protection and Confidentiality Policy**

As we hold personal information about staff and families, we are registered under data protection law with the **Information Commissioner’s Office.**.A copy of the certificate can be viewed in reception. All parents, child and staff information is stored securely according to the requirements of data protection registration including details, permissions, certificates and photographic images. We have a data protection officer and work within General Data Protection Regulation (“GDPR”) guidelines.

**Statement of Intent**

It is our intention to respect the privacy of children and their parents and carers, whilst ensuring that they have access to high quality nursery care and education.

**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**

To ensure that all those using, and working in the nursery can do so with confidence, we respect confidentiality in the following ways:

* Parents have access to records pertaining to their own children but do not have access to information about any other child.
* Employees will not discuss personal information given by parents with other members of staff or parents, except where it affects planning for the child’s needs and support the child’s development.
* Employees are regularly made aware of the importance of confidentiality.
* Personal information about children, families and staff is kept securely in a lockable cabinet accessible only to authorised staff.
* It is important for us to share information with parents to support the child’s development to meet the needs of all the children in our care.
* It may be necessary in some circumstances for the nursery to seek the help and advice from outside professionals.  If this action is taken, the parent’s permission will first be sought.
* Issues to do with the employment of staff, remain confidential to the people directly involved with making employment decisions.
* Employees are required not to disclose personal information about any person they have had access to whilst employed at the Nursery or after termination of their employment to any other parent, person, or organisation.
* Parents have the right under GDPR to be forgotten and have their data removed.
* Parents and staff have the right to access their records and have them amended or deleted.
* If there is a data breach the Data Protection Officer will be informed who will inform the ICO within 72 hours.

All the undertakings above are subject to the most important commitment, which is to the safety and well-being of the child and ensuring privacy for our families.

For further information please also refer to:

* Safeguarding Children and Staff Policy.
* Social Networking Policy.
* Mobile Phone and Recording Device Policy.
* Sharing information contract between Parents and Steps Ahead.
* Record Keeping
* ICT Policy
* Photography Policy
* CCTV Policy
* E-Safety Policy
* Parent Privacy Notice.
* GDPR Privacy Notice for Employees