**St Joseph’s Pre-school Playgroup**

**Confidentiality and Data Protection policy**

**Statement of intent**

* It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our setting.

**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**

We keep two kinds of records on children attending our setting:

1. Developmental records

* Copies of summary reports which are completed once or twice a year. These are kept at the setting and parents may ask to see their own child’s record at any time, these could include 2 year checks.
* We use an online secure system (Tapestry) to share photos, observations and assessments with parents/carers and enable them to share children’s achievements at home with us too. The system requires registration and passwords and parents can only access their own child’s record from home.

2. Personal records

* These include registration and application forms including signed consents, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or safeguarding matters.
* These confidential records are stored in a locked cabinet/office.
* Parents have access to the files and records of their own children (see below) but do not have access to information about any other child.
* Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction (which is conducted with all staff: paid, voluntary and students) includes an awareness of the importance of confidentiality and a requirement to adhere to this confidentiality policy.

**Other records**

* Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

**Access to personal records**

If you would like to access your personal data, then you may request it from us. Under the GDPR we are obliged to provide you with a copy of your data within one month of the receipt of the request. Further details regarding subject access requests can be found at this website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/right-of-access/>

If you feel we have not met our GDPR obligations you have the right to complain to the ICO, they can be contacted from this website: <https://ico.org.uk/for-the-public/raising-concerns/>

As part of our staff induction process we stress the importance of keeping information within the setting, respecting privacy and require staff, including volunteers and students, to report any issues or concerns to the owner or managers.

All the undertakings above are subject to the paramount commitment of the setting, which is to the safety and well-being of the child. Please see also our policies on Safeguarding and Disciplinary and Grievance Procedures and our Privacy notices for parents and staff.

N.B. All members of staff are reminded that breaches of confidentiality may be considered as grounds for instant dismissal under the setting’s Disciplinary and Grievance procedures.

Signed on behalf of St Joseph’s Pre-school Playgroup Limited:

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Name……Mandy Morgan…………………………………………

Role………Manager………………………………………….

Date………06/09/23………………………………………