Faenol Playgroup CIC

Policy Reference Number: 12

Confidentiality Policy and Procedure

Faenol Playgroup CIC works with closely with children and families and is aware of the importance and requirements of recording and keeping sensitive and confidential information safe and secure. This policy applies to all staff, volunteers, students.

Statement of intent

It is Faenol Playgroup CIC's 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 and/or education of their children.

Methods

We keep the following records on children attending our setting:

Developmental records

These include observations of children in the setting and samples of their work. Data from observations may be shared with outside agencies or the school. Please refer to our GDPR and Privacy policies for more detailed information on how data is stored and used. They are kept within the setting and can be accessed, and contributed to, by staff, the child and the child's parents.

Personal records

These include registration and admission forms, 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 child protection matters.

These confidential records are stored in a lockable filing cabinet and are kept secure by the manager.

Parents have access, in accordance with our GDPR and Privacy policies, to the files and records of their own children but do not have access to information about any other child.

Staff will not discuss personal information given by parents outside of playgroup unless it affects the child's needs or is a safeguarding issue. Staff induction includes an awareness of the importance of confidentiality.

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.
Students on recognised qualifications and training, when they are observing in the setting, are advised of our confidentiality policy and required to respect it.

Access to personal records
Parents may request access to any records held on their child and family following the procedure below.

- Any request to see the child's personal file by a parent or person with parental responsibility must be made in person directly to the manager.
- These files will remain on the premises at all times in locked cupboards.
- Personal files are subject to disclosure to relevant parties as required by law.
- If documents are required to be disclosed by law, sensitive information regarding third parties may be blacked out, as appropriate.

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 also refer to our policy on Child Protection.

We respect the need for confidentiality by:

- Designating *the Playgroup manager* as the lead person for information/ communications sharing and as the Data Protection Officer.
- Ensuring that staff, volunteers and students have read, accept and implement the Confidentiality Policy at their induction.
- Keeping all documents/forms and electronic data containing personal information/sensitive information securely in line with the General Data Protection Regulations (GDPR) 2018.
- Registering with the Information Commissioner's Office
- Ensuring that confidential information is shared with other agencies only by the Faenol Playgroup CIC's delegated persons who have the authority to do so. In these circumstances the parents'/carers' consent is obtained (except in cases where this may place a child at risk).
- Making records available data to CIW as required by day care regulations.
- Keeping records of concerns/information relating to children's safeguarding confidential and in line with Faenol Playgroup CIC's Child Protection Policy and the All Wales Child Protection Procedures.
- Taking seriously any breach of confidentiality at Faenol Playgroup CIC. This is considered as gross misconduct that can lead to disciplinary action and dismissal.
- Following statutory regulations regarding the period of storing information (for example: General Data Protection Regulations 2018, company law, insurance requirements, CIW and local authority requirements).
- Disposing of any information (that can be disposed of) responsibly, by shredding or secure disposal.

- Ensuring any computer or electronic device holding personal data is wiped before it is passed onto a third party.
- Ensuring that any computer or electronic device that has shared use has a system of password protection (as a minimum) for any stored personal information.
- Obtaining parents consents before using cameras, or video recording equipment, using the works phone to communicate to parents via WhatsApp groups and posting on Twitter.
- All information collected by Faenol Playgroup CIC is processed and stored under the General Data Protection Regulation Requirements 2018

This Confidentiality Policy was passed for use in Faenol Playgroup CIC

On: 5/11/19

By: Position: Directors

Date of planned review: October 2020