



St Bede Childcare Ltd

Confidentiality and Data Protection Policy

Policy Statement

At St Bede's Childcare Ltd we recognise that we hold sensitive and confidential information about children and their families and the staff we employ. This information is used to meet children's needs, for registers, invoices and emergency contacts.

We comply with the requirements of the **Statutory Framework for the Early Years Foundation Stage (EYFS)**, **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018** with regard to the storage of data and access to it.

In line with EYFS requirements, records are **stored securely and are easily accessible to those who have a right or professional need to see them.**

Confidentiality

It is our intention to respect the privacy of children and their families, and we do so by:

- Ensuring all information kept on children, families, staff, students and volunteers is confidential and only accessible to those who have a legitimate professional need to know
- Ensuring all staff are aware that information about children and families is confidential and only for use within the setting
- Ensuring staff do not discuss personal information given by parents with others, except where it affects planning for the child's needs
- Ensuring confidential matters relating to staff are only shared with those directly involved in personnel decisions
- Ensuring staff, students and volunteers follow our social networking policy in relation to confidentiality

All staff, students and volunteers are aware that failure to respect confidentiality may result in disciplinary action and, in serious cases, dismissal.

Information Storage

We ensure that all records are stored securely by:

- Storing paper records in a locked filing cabinet
- Storing electronic records on password protected systems
- Restricting access to authorised staff only
- Ensuring records are available when required and may be stored securely off-site if necessary
- Retaining and disposing of records in line with our data retention procedures



Use of Information

We use personal information to:

- Safeguard and promote the welfare of children
- Support children's learning and development
- Maintain registers, emergency contacts and medical information
- Meet legal and regulatory requirements

All information is processed lawfully and in line with UK GDPR.

Sharing Information

Information shared by parents/carers will not be passed on without their consent unless there is a lawful basis to do so.

We may share information without consent where:

- A child is considered at risk or there are safeguarding concerns
- It is required by law or requested by relevant authorities (e.g. Ofsted, local authority, police)
- It is necessary to protect the vital interests of a child or individual

We ensure that any information shared is done so on a **need-to-know basis**, is relevant and proportionate.

Safeguarding

All the undertakings above are subject to the paramount commitment of the setting, which is to the safety and well-being of the child.

If a child is considered at risk, our **Safeguarding and Child Protection Policy will override confidentiality**.

Any concerns or evidence relating to a child's safety will be:

- Recorded accurately
 - Stored securely
 - Shared with appropriate professionals without delay
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Parents and Access to Records

We work in partnership with parents/carers and ensure that:

- Parents have access to records relating to their own child
- Parents do not have access to information relating to other children
- Information may be withheld where this is in the best interests of the child or required by law



Further information is available in our Privacy Notice.

Photographs and Images

We ensure that:

- Written permission is obtained from parents/carers before photographs are taken
 - Additional permission is obtained for use outside the setting
 - Images are stored securely and used appropriately
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Students and Volunteers

Students and volunteers:

- Are made aware of this policy during induction
 - Must respect confidentiality at all times
 - Will only access information appropriate to their role
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Data Protection Principles

We ensure that all personal data is:

- Processed lawfully, fairly and transparently
 - Collected for specified and legitimate purposes
 - Adequate, relevant and limited to what is necessary
 - Accurate and kept up to date
 - Stored securely
 - Retained only for as long as necessary
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Monitoring and Review

This policy will be reviewed annually or sooner if there are changes in legislation or guidance.