



St Bede's Childcare Ltd

Confidentiality and Data Protection Policy

EYFS Legal Requirement:

Providers must ensure that confidential information and records about staff and children are held securely and only accessible to those who have a right or professional need to see them. Providers must comply with Data Protection legislation. (EYFS 2024, 3.78)

Policy Statement

St Bede's Childcare is committed to protecting the confidentiality and privacy of children, families, staff, and all individuals associated with the setting. We ensure that all information is handled securely and in line with the **Data Protection Act 2018 (GDPR)**.

This policy operates in conjunction with our **Safeguarding and Child Protection Policy**, **Online Safety Policy**, and **Mobile Phone Policy**.

Principles of Data Protection

We follow the key principles of GDPR:

- Information is processed **lawfully, fairly, and transparently**
- Data is collected for **specific and legitimate purposes only**
- Only relevant and necessary data is collected (**data minimisation**)
- Information is **accurate and kept up to date**
- Data is retained only for as long as necessary
- Information is kept **secure and confidential**

Confidentiality

All staff, students, and volunteers must:

- Respect the confidentiality of children, families, and colleagues
- Only access information on a **need-to-know basis**
- Not discuss confidential information outside the setting
- Not share information via personal devices or social media
- Follow all policies relating to safeguarding and data protection

Storage of Information

- Paper records are stored in **locked cabinets**
- Electronic records are:
 - Password protected



- Stored on secure systems (e.g. EyLog)
- Devices are kept secure and only accessed by authorised staff

Sharing Information

- Information will only be shared with:
 - Parental consent, or
 - Where there is a **legal or safeguarding requirement**
- If a child is at risk of harm:
 - Confidentiality will be overridden
 - Information will be shared with appropriate agencies

Working with Parents/Carers

- Parents have the right to access their child's records
- Consent will be obtained for sharing information where appropriate
- Clear communication will be maintained regarding how information is used

Students and Volunteers

- Must follow confidentiality procedures at all times
- Will only access information relevant to their role
- Will be supervised and guided by staff

Retention and Disposal

- Records will be kept in line with legal requirements
- When no longer required, records will be:
 - Shredded (paper)
 - Securely deleted (electronic)

Data Breaches

- Any breach of confidentiality must be reported immediately to the Manager
- The setting will:
 - Investigate the breach
 - Take appropriate action



- Report to relevant authorities if required

Safeguarding

- Safeguarding concerns always take priority over confidentiality
- Staff must report concerns to the **Designated Safeguarding Lead (DSL)**
- Information will be shared in line with safeguarding procedures

Monitoring and Review

- The Manager will monitor compliance with this policy
- Staff will receive regular training
- This policy will be reviewed annually