**Confidentiality and Data Protection Policy & Procedures**

**Statement of intent**

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they can access high quality early years care and education in our setting. The committee and staff at Fontmell Magna Under Fives also intend to comply fully with the requirements and principles of the Data Protection Act 1984 and the Data Protection Act 1988.

Please also read Tapestry Policy.

**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.

**Fair Obtaining and Processing**

Fontmell magna Under Fives Preshool undertakes to obtain and process data fairly and lawfully by informing all data subjects of the reasons for data collection, the purposes for which the data are held, the likely recipients of the data and the data subjects’ right of access.

**Methods**

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

1. Developmental records

· These include observations of children in the setting, samples of their work, summary developmental reports and records of achievement.

2. 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 mater involving the child, such as developmental concerns or child protection matters. These confidential records are stored in a lockable cabinet and are kept secure by the preschool manager in the office.
* Parents have access 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 with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
* Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

**Data Integrity**

Fontmell Magna Under Fives Preschool ensures data integrity by the following methods:

**Data accuracy**: Data held will be as accurate and up to date as is reasonably possible.

**Data adequacy and relevance:** Data held about people will be adequate, relevant and not excessive in relation to the purpose for which the data is being held.

**Length of Time:** Data held about individuals will not be kept for longer than

necessary for the purposes registered, in accordance with Data Protection guidelines.

**Access to personal records**

Parents may request access to any records held on their child and family at any point.

* If a parent/guardian wishes to view their child’s registration file, then they may do so by asking a member of staff to retrieve it from the office.
* At no point will any other child’s information be shared with a third party or without permission from parents/guardian.
* All children’s information is stored on Famly, this platform does not share information with any other party.

**Authorised Disclosures**

The Preschool will, in general, only disclose data about individuals with their consent.

However, there are circumstances under which the Preschool may need to disclose data without explicit consent for that occasion. These circumstances are strictly limited to:

* Pupil data disclosed to authorised recipients related to education and administration necessary for the Preschool to perform its statutory duties and obligations.
* Pupil data disclosed to authorised recipients in respect of a child’s health, safety and welfare.
* Pupil data disclosed to parents in respect of their child’s progress, achievements, attendance, attitude or general demeanour within or in the vicinity of the Preschool.
* Staff data disclosed to relevant authorities e.g. in respect of payroll and administrative matters.
* Personal data - Only authorised staff can make external disclosures of personal data. Data used within the Preschool by the committee and staff will only be made available where the person requesting the information is a professional legitimately working with the Preschool, who needs to know the information to do their work. Should a safeguarding concern/issue arise, both pupil and personal data will be shared as detailed in the Safeguarding Children Policy and Procedures. The Preschool will not disclose anything on pupils’ records which would be likely to cause serious harm to their physical or mental health.

**Disposal of information kept**

All personal details, when no longer required, will be disposed of sensibly by use of shredder.

**The committee**

All committee members will be made aware of issues of confidentiality and data protection, and will adhere to the standard set out in this policy.

Designated member of staff who co-ordinates with the above policy:

**Lauren Ballard**

**Signed:**

Designated Deputy member of staff who co-ordinated with the above policy:

**Wendy Pankhurst**

**Signed:**

Role of signatory: **Chairperson**

Signed on behalf of the management committee:

This Policy was adopted on **01/02/2022** to be renewed annually.