

Farrow Fields Childcare:: Data Protection and Confidentiality Policy

Linked policies

- Safeguarding children and child protection policy
- Social networking policy

At Farrow Fields Childcare we hold sensitive and confidential information about children, their families and our staff. This information is used to meet children's needs, for registers, invoices and emergency contacts. We store all records in a locked cabinet in line with data protection principles. Any information shared with the staff team is done on a 'need to know' basis and treated in confidence. This policy works alongside the GDPR privacy notice to ensure compliance under General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR) and Data Protection Act 2018.

Legal requirements

- We follow the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) and accompanying regulations about the information we must hold about registered children and their families and the staff working at the Farrow Fields Childcare.
- We follow the requirements of the Data Protection Act 2018 and the Freedom of Information Act 2000 with regard to the storage of data and access to it.

Procedures

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

- Storing confidential records in a locked office.
- Ensuring staff, student and volunteer inductions include an awareness of the importance of the need to protect the privacy of the children in their care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality. This includes ensuring that information about the child and family is not shared outside of the setting other than with relevant professionals who need to know that information. It is not shared with friends and family, and must not be part of any social discussions outside of the setting. If staff breach any confidentiality provisions, this may result in disciplinary action and, in serious cases, dismissal. Volunteers and students on placement are advised of our Data protection and confidentiality policy and required to observe it.
- Ensuring that all staff, volunteers and students are aware that information about children and families is confidential and only for use within the setting, with parental permission, to support each child's best interests.
- Ensuring that parents have access to files and records relating to their children but not to those of any other child or family.
- Ensuring that relevant professionals such as the police or local authority children's social care team have access to information if the correct procedure is followed and this is in the child's best interest – for example in a safeguarding matter. Please refer to our Safeguarding children and child protection policy for details.
- Ensuring all staff are aware that information is confidential and only for use within the setting. If information is requested by a third party, for whatever reason, the parent's permission will be sought, other than in the safeguarding circumstances, above.
- Ensuring staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.
- Ensuring staff, students and volunteers are aware of and follow our Social networking policy in relation to confidentiality.
- Ensuring issues concerning the employment of staff remain confidential and restricted to the people directly involved in making personnel decisions.

- Ensuring any concerns or evidence relating to a child's safety are kept in a secure, confidential file and are shared with as few people as possible on a 'need-to-know' basis. **If, however, a child is considered at risk, our Safeguarding children and child protection policy will override confidentiality.**

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

General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR) compliance

In order to meet our requirements under GDPR we will also undertake the following:

- We will ensure our terms and conditions, privacy and consent notices are easily accessed and made available in accurate and easy to understand language
- We will use personal data to ensure the safe, operational and regulatory requirements of running our setting. We will only make contact in relation to the safe, operational and regulatory requirements of running our setting. We will not share or use personal data for other purposes. Further detail can be found in the GDPR privacy notice
- Everyone in our setting understands that people have the right to access their records or have their records amended or deleted (subject to other laws and regulations)
- We will ensure staff have due regard to the relevant data protection principles, which allow them to share (and withhold) personal information, as provided for in the Data Protection Act 2018 and the GDPR. This includes:
 - Being confident of the processing conditions which allow them to store and share information for safeguarding purposes, including information which is sensitive and personal, and should be treated as 'special category personal data'
 - Understanding that 'safeguarding of children and individuals at risk' is a processing condition that allows practitioners to share special category personal data. This includes allowing practitioners to share information without consent where there is good reason to do so, and that the sharing of information will enhance the safeguarding of a child in a timely manner, but it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk.

Staff and volunteer information

- Information and records relating to staff will be kept confidentially in a locked cabinet
- Individual staff may request to see their own personal file at any time.

This policy was adopted on	Signed on behalf of Farrow Fields Childcare	Date for review
<i>January 2025</i>	Victoria Madden	<i>January 2027</i>