



## Confidentiality Policy

Confidentiality involves protecting personal information held about an individual. Personal information has been defined as consisting of 'those facts, communications or opinions which relate to an individual' which would be reasonable for him/her to regard as intimate or sensitive and therefore want to withhold or at least resist their collection, use or circulation.

The purpose of data protection legislation is to ensure that personal data is not processed without the knowledge and (except in certain cases) the consent of the data subject and stored appropriately. Little Gulls & Buoys complies with the **Data Protection Act 1998 and is registered with the Information Commissioner's Office.**

Our responsibilities are to:

- Collate the information parents are required to supply as part of their enrolment and contract with Little Gulls & Buoys. This information is held on site as part of the child's file and also on our electronic drive which only Directors have access to on a password protected laptop and password protected cloud drive. The Directors and Managers will disseminate any information required to facilitate care for the individual child.
- Keep information such as emergency contact numbers with the register and information about any specific dietary needs that could have serious medical implications are made clear and displayed to all staff. Other than this, any potentially sensitive information relating to the child's personal safety should only be shared by those directly involved in the child's care within Little Gulls & Buoys.
- We will never share information about or personal details of any other child.
- Parents often divulge personal information to staff and it is Little Gulls & Buoys' policy that this information must be held in confidence but the member of staff must inform the parent this information will be shared with the nursery manager. In some circumstances it is not appropriate to promise absolute assurance of confidentiality to those who disclose or talk about personal problems.
- If a parent involves a member of staff in discussions about any aspect of nursery operations they must inform their manager immediately.
- As part of our consent procedure when joining us, parents sign to confirm they have read Little Gulls & Buoys' Child protection statement. It is to be made clear from the outset where permission is not sought before such onward disclosure e.g. extreme child protection cases.
- Staff who unwittingly or deliberately break the confidence of a parent other than for a safeguarding issue or other reasons outlined above, or share personal information will be subject to Little Gulls & Buoys' formal disciplinary procedures as per the staff contracts and staff handbook.

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