



Privacy and Confidentiality Policy and Procedure

Trelawnyd Little Learners' work with children and families involves being aware of, recording and keeping sensitive and confidential information. This policy applies to all staff, volunteers, students and committee members.

It is the policy of Trelawnyd Little Learners to ensure that all who use and work in the provision can do so with confidence.

We respect the need for confidentiality by:

- Designating the manager / person in charge as the lead person for information / communications sharing
- Ensuring that parents / guardians have access to any files and records about their own children but do not have access to information about any other child
- Arranging to share information with parents who request it in private
- Ensuring that issues to do with the employment of staff, volunteers and students (whether paid or unpaid) remain confidential to the people directly involved with making personnel decisions
- Enabling staff, volunteers and students to have access to their own files and record, but not information about any other individual
- Ensuring that staff, volunteers and students do not discuss concerns about individual staff members with anyone other than the manager or responsible individual
- Ensuring that staff, volunteers and students sign that they have read and agree to implement this policy at their induction and again any time the policy is reviewed / amended
- Keeping all documents / forms and electronic data containing personal information securely in line with the Data Protection Act 1998 which covers GDPR. This also applies to transporting information from place to place
- Keeping all documents containing information on an individual in a locked and secure cupboard within the setting premises
- Registering with the Information Commissioner's Office regarding the information held on the children in our care on any electronic device

(computer, iPad, memory stick etc) OR being aware of the Information Commissioner's Office regarding the information held on the children in our care and ensuring we do not need to register

- Ensuring that confidential information is shared with other agencies only by the delegated person who has the authority to do so (manager and above). In these circumstances the parents' / guardians' consent is obtained (except in cases where this may place a child at risk)
- Making available personal data to CIW as required by day care regulations
- Keeping records of concerns / information relating to children's safeguarding confidential and in line with the child protection policy and the 'The Wales Safeguarding procedures' <https://safeguarding.wales/>
- Taking seriously any breach of confidentiality at Trelawnyd Little Learners. This is considered as gross misconduct that can lead to disciplinary action and dismissal
- Following statutory regulations regarding the period of storing information (e.g. company law, CIW, insurance company, Data Protection Act 1998, GDPR, charity law and local authority). We keep personal information for at least 3 years after the last date on which the child attended, and accident records for at least 21 years
- Disposing of any information (that can be disposed of) responsibly, by shredding or burning
- Ensuring any computer or electronic device that has shared use has a system of password protection and is locked away at the end of every day for any stored personal information
- Obtaining parent / guardian consent before using camera / recording equipment with their child
- Obtaining parent / guardian consent before posting children to seesaw or similar sharing platforms
- Children's faces and names are not to be posted to any social media (e.g. facebook page) or website linked to the setting, in line with the social media policy
- Any discussion of a child electronically between staff should use only child's initials (e.g. John Smith - JS), for example via email or passing on messages to absent staff via official work group chat
- Staff should not discuss children in public settings or talk to people outside of working staff about the children within the setting