

## **Stoborough Nursery Confidentiality & Personal Data Policy and Procedure**

### **Policy**

#### [UNCRC Article 16- Right to privacy](#)

The aim of Stoborough Nursery is to promote an environment of respect with reference to confidential information relating to the children, families or group users and the groups business.

Stoborough Nursery and individuals may have access to a wide range of personal information and data, held in digital format or on paper records. Personal data is defined as any combination of data items that identifies an individual and provides specific information about them, their families or circumstances.

This will include:

- Personal information about children / young people, members of staff / volunteers and parents and carers eg names, addresses, contact details, legal guardianship / contact details, health records, disciplinary records
- Professional records eg employment history, taxation and national insurance records, appraisal records and references
- Any other information that might be disclosed by parents / carers or by other agencies working with families

It is the responsibility of all Committee Members, staff, volunteers and students to take care when handling, using or transferring personal data that it cannot be accessed by anyone who does not have permission to access that data or does not need to have access to that data. Anyone who has access to personal data must know, understand and adhere to this policy.

The Data Protection Act (1998) lays down a set of rules for processing of personal data (both structured manual records and digital records). It provides individuals (data subjects) with rights of access and security and requires users of data (data processors) to be open about how it is used and to follow “good information handling principles”.

The group will hold the minimum personal information necessary to enable it to perform its function and information will be erased once the need to hold it has passed.

Every effort will be made to ensure that information is accurate, up to date and that inaccuracies are corrected without unnecessary delay.

### **Storing personal data**

Personal data must be held securely on the group’s premises and only accessed by those with permission to do so. Any personal data removed from the premises should have the level of protection to prevent loss of data. All digital personal data is password protected. All data will be backed up on a regular basis.

Stoborough Nursery recognises that under Section 7 of the Data Protection Act, data individuals

have a number of rights in connection with their personal data, the main one being the right of access. This is available upon receiving a written request to see all or a part of the personal data held.

### **Disposal of data**

The group will comply with the requirements for the safe destruction of personal data when it is no longer required. Such data must be destroyed, rather than deleted and be conducted in a way that makes reconstruction highly unlikely. Electronic files must be securely overwritten, and other (paper based) media must be shredded and incinerated.

### **Awareness**

#### **Committee Members will be reminded on joining the committee that: -**

- During their term in office as a committee member, they may be party to confidential information concerning the children, families or group users, and the group's financial business. Any information that is received as a result of their position as a committee member must remain confidential to them.
- Confidential issues must not be discussed with parents, or any other individual not connected with Stoborough Nursery.
- During and after their term of office, they must not disclose or allow the disclosure of any confidential information (except in the proper course of their membership of the committee)

#### **Staff, volunteers and students**

- A confidentiality section should be included in all staff employment contracts
- Staff, volunteers and students are given details about issues of confidentiality during their staff induction, at meetings and by day to day support from supervisors.

#### **Parents and Carers**

- Parents/carers will have access to files and records of their own children
- Information given by Parents/ carers to the supervisor will not be passed on to others without permission (unless a child is considered to be at significant risk of harm.
- Parent who do not wish to share information with other professionals will be ask to sign a declaration explaining their reasoning for not doing so.

**This policy was adopted at a meeting of the nursery committee held on .....**  
Signed on behalf of nursery by .....Chairperson  
Date of next review.....



## Confidentiality Poster

### **CONFIDENTIALITY**

Any information that is received about the children, families or service users must remain confidential to you and the Supervisor.

Information received by members of staff, about the nursery staff, finances or Committee must also remain confidential.

Confidential issues must not be discussed with parents, or any other individual not connected with the nursery.

## Stoborough Nursery Committee Confidentiality Policy

### [UNCRC Article 16- Right to privacy](#)

Committee Members are reminded that during and his or her term of office as a committee member, he or she may be party to confidential information concerning the children, families or nursery users, and the nursery's business. Any information, which is received as a result of your position as committee member, must remain confidential to you, the Committee and the Supervisor.

Information received by committee members about the nursery staff, finances or Committee must also remain confidential.

Confidential issues must not be discussed with parents, or any other individual not connected with the nursery.

Committee members shall not, during or after his or her term of office, disclose or allow the disclosure of any confidential information (except in the proper course of his or her membership of the committee)

I have read the Confidentiality Policy and acknowledge the information.

Signed (Chair).....Date: ...../...../.....

Signed (Treasurer) .....Date: ...../...../.....

Signed (Secretary) .....Date: ...../...../.....

Signed .....Date: ...../...../.....

Signed .....Date: ...../...../.....

Signed .....Date: ...../...../.....

Signed .....Date: ...../...../.....

Signed .....Date: ...../...../.....

**This policy was adopted at a meeting of the nursery committee held on .....**

Signed on behalf of nursery by .....Chairperson

