

CONFIDENTIALITY POLICY

PRINCIPLE

We hold a high standard of confidentiality for children, parents and staff. We understand that the information which is given and recorded within the setting is private and personal to those who it is relating to. Staff within Primrose Hill understands the importance of confidentiality and any information which is given to them must be held in the strictest confidence.

STATEMENT OF INTENT

Primrose Hill believes that:

- Parents can access their children's records on request at any time
- All children's details and information are kept confidential
- All information which is held relating to children, parents and staff is done so under the guidelines of the Data Protection Act 1998 and GDPR 2018, please refer to this policy for more information
- No information relating to children or staff should be discussed outside the setting unless they have a professional relationship with that setting and we are legally required to share such information. Professional relationship does not include between staff members.

PROCEDURES

- All children and staff within Primrose Hill will be required to have personal written information about them which is kept within the nursery
- The records held within Primrose Hill are kept within a locked storage facility when not in use
- This topic is always discussed at staff meetings to raise the awareness of the importance of confidentiality
- If at any time the staff within Primrose Hill has breached the confidentiality policy this will result in disciplinary action which is stated on each staff member's employment contract



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FREEDOM TO FLOURISH

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- All written records must be kept in a locked filing cabinet for 7 years from the date the child leaves the care of Primrose Hill. These are progressing onto online secured format.
- There is no exception to this policy where the staff and management have concerns about a child's welfare (refer to child protection policy) or if there is a medical emergency, in which case we are required to share relevant information with the appropriate parties involved
- Any other information which may be requested from the setting such as development reports for the primary or pre-schools will be passed on to the parents, in which case they can pass it on to the school