

## **Ringwood Day Nursery Policy 12**

### **Confidentiality and Protection of Data**

#### **Statement of intent**

The General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR) and the Freedom of Information Act 2000 sets out the requirements with regard to the storage of data and access to it. Ringwood Day Nursery is placed under a legal obligation to comply with the provisions of these regulations.

While ensuring that children and families have access to high quality nursery care and education, it is our intention to respect the privacy of those both accessing and working within the nursery. The nursery adheres to all legal requirements with regards to the storage of information on any individual associated with it, in line with Data Protection regulations.

#### **Aim**

Ringwood Day Nursery needs to collect and use certain types of information about people with whom it deals in order to operate effectively. These include children, parents, guardians, staff, suppliers and others with whom it communicates.

We follow the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) 2017 and accompanying regulations about the information we must hold about registered children and their families and staff working within the nursery.

This personal information must be dealt with properly and securely regardless of what method is used for its collection, recording or use – whether it is paper, a computer system or any other material. There are safeguards to ensure that the processing of such information is carried out in a proper fashion and these are contained in the regulations.

Ringwood Day Nursery regards the lawful and correct treatment of personal information as very important to the successful and efficient performance of its functions and to maintaining confidence between those with whom we deal and ourselves. We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

Ringwood Day Nursery will, through appropriate management and adherence to agreed procedures:

- Observe fully the conditions relating to the fair collection and use of personal information
- Meet its legal obligations to specify the purposes for which the information is used
- Collect and process appropriate information, but only that which is necessary to its operational needs, or meets legal requirements
- Ensure the quality of information used
- Apply strict checks to determine the length of time information is held and to ensure that it will be disposed of when no longer required with due regard for its sensitivity
- Ensure that the rights of people about whom information is held can be exercised. These include the right to be informed that processing is being undertaken, the right to access one's personal information, the right to correct, rectify or erase information which is regarded as incorrect.
- Take appropriate technical and organisational measures to safeguard personal information

## Method

Ringwood Day Nursery will ensure that everyone managing and handling personal information understands that they are responsible for following good data protection practice and respect confidentiality through appropriate training and supervision.

*In order to achieve this we:*

- ensure that records kept on each child are kept as confidential information shared only with parents or other professionals
- make sure that these records stay on the nursery premises at all times
- make staff aware that names, addresses and telephone numbers of parents or staff cannot be divulged to others without permission from the person concerned
- make staff aware that they cannot discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.
- conduct staff inductions that include an awareness of the importance of confidentiality in the role of a key person.
- ensure that the awareness of the needs for confidentiality is reinforced at all times in the setting and is integral to the staff's role
- keep any concerns/evidence relating to a child's personal safety in a secure, confidential file and these are shared with as few people as possible on a 'need-to-know' basis.
- ensure that information about a child may be shared without consent if it is felt that a child is at risk of significant harm or danger.
- ensure that issues to do with staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions
- require all visitors to sign in to and out of the building
- ensure the building and outdoor areas remain secure at all times
- ensure that all written confidential information is contained in within the lockable nursery office
- ensure there is password protection on all computers containing information and data
- ensure all passwords are restricted to management only
- ensure that other staff, visitors and parents do not have access to any machines holding data
- require all information to be regularly backed up
- ensure that all data is protected by antivirus and firewall systems
- ensure that the building is locked and security system activated when the premises are empty
- allocate keys to named people only together with relevant pass codes for access
- ask for consent for the use of written, photographic and filmed observations and assessments to be carried out. **(E-safety policy 13)**
- obtain written consent for the use of photographs within the nursery **(E-safety policy 13)**
- obtain additional consent for the use of photographs for advertising purposes
- **(E-safety policy 13)**
- ensure that all staff and students are aware of and agree to adhere to this policy

The management of Ringwood Day Nursery is responsible for the implementation of this policy and its registration with the Information Commissioners Office (ICO) and adherence to the General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR) set out under the legal requirements of its registration.

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

- 1) We will ensure our terms and conditions, privacy and consent notices are easily made available in accurate and easy to understand language.
- 2) We will use data only for the purpose for which it is intended. We will not share or use data for any other purpose.
- 3) Everyone in our nursery understands that people have the right to access their records or have their records amended or deleted (subject to other laws and regulations).

All undertakings of this policy are subject to the paramount commitment of the nursery, which is to the safety and well-being of the children and staff within it.

This policy is set out in Compliance with The Statutory Framework of the Early Years Foundation Stage (2017) safeguarding and welfare requirements> 3.69 and 3.70 and the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR), the Freedom of Information Act 2000 and all regulations set out within those acts.

Reviewed and updated 12<sup>th</sup> May 2018

Next Review 11<sup>th</sup> July 2019

Reviewed on behalf of The Day Nursery Group by **Rachel Hanham**

Signature .....Date.....

Agreed by registered person **Neil Dowden**

Signature .....Date.....

Adopted by the Nursery Manager:

Signature .....Date.....