Data Protection and Confidentiality

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| EYFS: 3.69, 3.70 |

At **Sutton Bonington Playgroup** we recognise that we hold sensitive/confidential information about children and their families and the staff we employ. This information is used to meet children’s needs, for registers, invoices and emergency contacts. We store all records in a locked cabinet or on the office computer with files that are password protected in line with data protection principles. Any information shared with the staff team is done on a ‘need to know’ basis and treated in confidence. This policy will work alongside the Privacy Notice to ensure compliance under General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR) and Data Protection Act 2018.

**Legal requirements**

* 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 the staff working at the playgroup
* We follow the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR), Data Protection Act 2018 and the Freedom of Information Act 2000 with regard to the storage of data and access to it.

**Procedures**

It is our intention to respect the privacy of children and their families and we do so by:

* Storing confidential records in a locked filing cabinet or on the office computer with files that are password protected
* Ensuring staff, student and volunteer inductions include an awareness of the importance of confidentiality and that information about the child and family is not shared outside of the playgroup other than with relevant professionals who need to know that information. It is not shared with friends and family, discussions on the bus or at the local bar. If staff breach any confidentiality provisions, this may result in disciplinary action and, in serious cases, dismissal. Students on placement in the playgroup are advised of our confidentiality policy and required to respect it
* Ensuring that all staff, volunteers and students are aware that this information is confidential and only for use within the playgroup and to support the child’s best interests with parental permission
* Ensuring that parents have access to files and records of their own children but not to those of any other child, other than where relevant professionals such as the police or local authority children’s social care team decide this is not in the child’s best interest
* Ensuring all staff are aware that this information is confidential and only for use within the playgroup setting. If any of this information is requested for whatever reason, the parent’s permission will always be sought other than in the circumstances above
* Ensuring staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs
* Ensuring staff, students and volunteers are aware of and follow our social networking policy in relation to confidentiality
* Ensuring issues concerning the employment of staff remain confidential to the people directly involved with making personnel decisions
* Ensuring any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a ‘need-to-know’ basis. If, however, a child is considered at risk, our safeguarding/child protection policy will override confidentiality.

All the undertakings above are subject to the paramount commitment of the playgroup, which is to the safety and well-being of the child.

**General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR) compliance**

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

1. We will ensure our terms & conditions, privacy and consent notices are easily accessed/made available in accurate and easy to understand language
2. We will use your data only for playgroup business and only contact you for playgroup communications. We will not share or use your data for other purposes.
3. Everyone in our playgroup understands that people have the right to access their records or have their records amended or deleted (subject to other laws and regulations).

**Staff and volunteer information**

* All information and records relating to staff will be kept confidentially in a locked box in a locked cabinet.
* Individual staff may request to see their own personal file at any time.

**Access and storage of information**

Parents are welcome to view the policies and procedures of the playgroup which govern the way in which the playgroup operates. These may be viewed at any time when the playgroup is open, simply by asking the playgroup leader or by accessing the file that hangs on the entrance door or on the playgroup website. The playgroup leader or any other relevant staff member will also explain any policies and procedures to parents or use any other methods to make sure that parents understand these.

Parents are also welcome to see and contribute to all the records that are kept on their child. However, we must adhere to data protection laws and, where relevant, any guidance from the relevant agencies for child protection.

As we hold personal information about staff and families, we are registered under data protection law with the Information Commissioner’s Office. A copy of the certificate can be viewed at on the wall at reception**.** All parent, child and staff information is stored securely according to the requirements of data protection registration, including details, permissions, certificates and photographic images. We will ensure that staff understand the need to protect the privacy of the children in their care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.

The playgroup’s records and documentation that are required to be kept and stored by current legislation are performed in accordance with minimum legal archiving requirements. We currently archive these records for at least 24 years to ensure we are covered for any child protection concerns.

Playgroup records and documentation that are not required to be kept are deleted or destroyed in line with the current data protection laws and our Privacy Notice which can be found on our website and a hard copy is stored in the filing cabinet.

If Parents have a specific deletion or retention request regarding any data that we hold, please raise a query in writing and we will respond formally to your request.

This policy will be reviewed annually and amended according to any change in law/legislation.

Hints and tips

For more information on data protection and to register your playgroup visit

<https://ico.org.uk/>

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| **This policy was adopted on** | **Signed on behalf of the playgroup** | **Date for review** |
|  |  | *[Insert date]* |