

# Access to Information & Confidentiality Policy

See also GDPR Policy

Access to information is given as part of an individual's legal right. Computer records detailing children's personal and medical information are kept by the setting and we are registered with the Data Protection Register in order to comply with the Data Protection Act of 1998. These records are kept wholly for use in the setting and will not be disclosed to any third party without the knowledge and/or consent of the Parent or Carer, unless legally ordered to do so.

The company believes that it is important to share information with parents and carers about their children and encourage regular parental involvement to discuss and review their child's development records. Where requested to do so by parents, we will share information with other organisations e.g. schools or agencies or OFSTED provided that the disclosure of this information is in the best interests of the child.

General information regarding number of places taken, ages of children, ethnic origins, religion and home language may be shared on a non-personal basis to enable the Local Authority to carry out its regular review of services for children in the area.

Staff records to be held on computer may be viewed at any time by the individual concerned, although like the children's records, they always remain the property of the Company.

The setting can assure those working and using them of the following:

- Parents have ready access to the files and records of their own children but do not have access to information about any other child
- Staff do not discuss individual children, other than for the purpose of curriculum planning/group management with people other than the parents/carers of that child
- Information given by parents/carers to the Manager or staff member is not passed onto others without permission or unless it is in the best interests of the child.
- Issues to do with employment of staff remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence about a child's personal safety are kept in a confidential file and are not shared within the setting except with the child's key person, relevant Supervisor, Manager or the Senior Management Team.
- Students undertaking placement at the setting are advised of our confidentiality policy and are required to respect it.

Historical information relating to children, staff, capital funding, other government funding and the company books and accounts will be kept for a minimum of 7 years or as guided by current legislation or case law or by other agreements that may be in place from time to time. This information will be stored in secure premises with limited access.

This policy should be read in conjunction with the DBS Policy & Procedures and the Credit Card Handling Policy & Procedure and the GDPR Policy.

## **Review of Policy**

This policy is reviewed annually.

Review date – March 2022