

Cranford Nursery School
116 Woodbourne Road
Douglas
Isle of Man
IM2 3BA
Tel: 676086



14/5/22

Confidentiality Policy

We follow the requirements of the
General Data Protection Regulation (GDPR)
The Data Protection Act 2018.
The Department of Health and Social Care regulations set under
The Regulation of Care Act 2013 and
The Minimum Standards set by Registration and Inspection Unit

At the nursery we work very closely with children and their families on a day-to-day basis. It is a legal requirement for the nursery to hold relevant information for each child and their families, which remains confidential at all times. This information is used for registers, invoices and emergency contacts.

All confidential records will be stored in a locked cabinet in line with the Data Protection registration.

CONFIDENTIAL ISSUES MAY INCLUDE:

- Child details - Including developmental needs and behaviour.
- Parent details - Including their domestic circumstances.
- Nursery working practices and policies.
 - Nursery financial dealings.
- Staff details

PROCEDURE

It is our intention at the nursery to respect the privacy of children and their families which is achieved by:

- Storing confidential records in a locked filing cabinet.
- Ensuring that all staff, volunteers and students are aware that this information is confidential and only for use within the nursery.
- Ensuring that staff are aware that information held for each child is confidential, and only to be used within the nursery setting. If any of this information is requested for whatever reason, the parent's permission **MUST** always be sought and Written authorisation from the parent **MUST** be given to discuss sensitive information.
- Ensuring that staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs and ensuring confidentiality is always maintained outside of the nursery.

- Ensuring that any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file. This information must be shared with as few people as possible on a need-to-know basis. If however, a child is considered at risk, the nursery's safeguarding children policy will override confidentiality.
- Ensuring that staff, student and volunteer inductions include an awareness of the importance of confidentiality.
- Ensuring that parents have access to files and records of their own children, but not to those of any other child.
- Gaining parental permission for any photographs of the children to be used within the nursery.
- Ensuring that staff have a professional relationship with all parents and don't become too familiar with particular families within the nursery.
- Ensuring that staff, students and volunteers are aware of, and follow, the nursery's social networking policy in relation to confidentiality.

STAFF AGREEMENT

- All areas of confidentiality must be adhered to at all times. At no time whilst in employment and after termination of employment with Cranford Nursery are you to divulge any of our clients details, working practices, policies or financial dealings to any other party.
- When taking on any private baby-sitting arrangements you must remain professional and ensure that confidentiality of the nursery is considered at all times.
- No information regarding other children or problems within the organisation is to be discussed with parents when baby-sitting is privately arranged. You must never become too familiar with parents and must ensure that this agreement is adhered to.
- When feedback is given at the end of each child's session you must ensure that it is done in a professional way, giving the parent all the information that they need to know about their child's day.
- You must ensure you are aware of and follow our social networking policy in relation to confidentiality.

If staff breach any confidentiality provisions, this may result in disciplinary action and, in serious cases, instant dismissal without notice.

If a breach of personal data has been made that is written or processed electronically then we will inform the IOM Information Commissioner (see Information Commissioners website for more definitions)

“In the case of a personal data breach, the controller shall without undue delay and, where feasible, not later than 72 hours after having become aware of it, notify the personal data breach to the supervisory authority competent in accordance with Article 55, unless the personal data breach is unlikely to result in a risk to the rights and freedoms of natural persons. Where the notification to the supervisory authority is not made within 72 hours, it shall be accompanied by reasons for the delay.”

Staff Name:

Date:

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I hereby understand and will adhere to the above confidentiality policy and staff agreement.

Staff Signature: