



CONFIDENTIALITY AND PRIVACY POLICY

Statement of intent:

Teston & Wateringbury Preschool respects the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our pre-school.

Aim:

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.

Methods:

1. All verbal and written communication of a personal nature is treated in the strictest confidence.
2. The Staff, Volunteers and Committee members are aware of the need to maintain privacy and confidentiality at all times. Staff meetings and committee meetings (except annual general meetings) are not held in public places.
3. Staff must use a separate room ('snack' room) for confidential discussions about children.

Written records

Every organisation that processes personal information has to comply with the Data Protection Act 1998 and must register with the Information Commissioner's Office (ICO), unless they are exempt.

Teston & Wateringbury Preschool is registered with the ICO – **see Appendix 1**. A detailed note about the Data Protection Act is contained in our general Information Guide which is given to parents upon initial enquiry or at the time of registration – **see ADMISSIONS POLICY Appendix 1**.

The Preschool holds information on children in order to support their development, to monitor their progress, to provide appropriate pastoral care, and to assess how well the Setting as a whole is doing. This information includes contact details, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. From time to time Early Years Settings are required to pass on some of this data to Local Authorities, the DCSF and to agencies that are prescribed by law such as Ofsted.

Children, as data subjects, have certain rights under the Data Protection Act 1998, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves – except where data protection laws stipulate it is against the best interests of the child to do so. Comments from parents may be incorporated into children's records.

Parents wishing to access the personal data held about their child initially need to speak to the Supervisor and may be asked to put their request in writing to the relevant body (ie Ofsted). To fulfil their responsibilities under the Act the organisation may, before responding to this request, seek proof of the requestor's identity and any further information required to locate the personal data requested.

Storage/Transportation

Records on staff and children are only accessible to those who have a right or professional need to see them. We take all reasonable steps to ensure that any personal information we process is securely stored by:

- Only storing/transferring personal data when absolutely necessary
- Storing files/records securely at home
- Storing files/records onto separate dedicated hard drives
- Avoiding the use of e-mail when sending personal data, wherever possible, and never using full names of children or parents/carers in such e-mails
- Distributing personal information in sealed envelopes
- Seeking the consent of parents/carers to retain certain information for specific purposes when they join the pre-school – *See Admissions Policy Appendix 3*
- Transporting records to and from the setting securely and never leaving records in vehicles overnight.

Confidential information and necessary records held on the pre-school premises are stored in a grey locked cabinet in the hall.

Retention

Records relating to individual children will be retained for the periods laid down in the Information Management Toolkit, Version 1:1 March 2016 – *See Record-Keeping Policy for details.*

Photography

From time to time we take photographs of children during activities at pre-school or at special events such as Sports Day, parties and concerts. We seek parents consent at the time of registration to take such photographs and to use them for educational (ie learning journey), display or publicity purposes, including the use of photos on our website – see **Appendix 2**. We have a policy of not naming individual children appearing in photographs that are used externally for publicity purposes, ie, in local newspapers, except with the express permission of the child's parent/carer.

Social networking policy

Staff and committee members must not engage in activities on the Internet which might bring our pre-school or its employees or committee members into disrepute. It is therefore not appropriate to share work-related or committee information, whether written or pictorial, on social or professional networking sites such as Facebook, Twitter etc, blog sites or personal websites. Under no circumstances should comments be made about children, parents or other professionals that employees may come into contact with through work. At no time should photographs or materials be published that identify the setting or children, except where parents have given permission for their child's photo to appear on the pre-school's own website which is managed by the Supervisor. Photos of staff may only be used on the Internet with the express permission of the staff members concerned.

Refer also to:
RECORD-KEEPING POLICY
ADMISSIONS POLICY
STAFFING POLICY

Appendix 2

(Taken from Emergency Contacts Registration document)

9. FILMING AND PHOTOGRAPHY

From time to time events at Teston and Watringbury Preschool may be photographed or filmed i.e. concerts/sports day/parties/outings. Photos/videos may be used for educational purposes (ie their learning journey records), displays of work or promotional purposes (including articles in local newspapers).

Please circle YES or NO:

I consent to my child being photographed/filmed and for photos/videos featuring my child to be used for educational and promotional purposes **YES / NO**

I give the pre-school permission to use photos of my child on the pre-school website **YES / NO**

To be filled in and signed by the child's main carer:

Child's Name: _____

Date of birth: _____

Home address:

Signature of parent/carer: _____

Please print full parent/carer name: _____

Date: _____