



Confidentiality Policy

At Countryside Nurseries 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) 2024 and accompanying regulations about the information we must hold about registered children and their families and the staff working at the nursery
- 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 about the storage of data and access to it.

Information considered by Countryside Nurseries to be confidential includes:

- All information relating to children and their families, including names, addresses, telephone numbers, medical background, ethnic origin, family circumstances, account details.
- All information relating to staff, other than that which is necessary for the operation of the nursery, e.g. the issue of an employee's telephone number to other staff members in case of illness, etc.
- Parental complaints

Such information remains confidential, i.e. only available to those who have a right or professional need to see the information.

- Children's registration documents are locked away and computer records may only be accessed by the Manager, Deputy or Head Office staff via the use of passwords.
- Staff records are locked away and may only be accessed by the Manager, Deputy or Head Office staff. Computer records may only be accessed via the use of passwords.

Where personal information needs to be shared, e.g. details of allergies, daily routines, etc., written consent is sought from parents by means of a specific consent form.

It is a part of all employee's terms and conditions of employment that no discussion may be entered into regarding any parent or child, other than to those persons who have a right or professional need for this information.

All information regarding a child is available to view, on request, by the parent/guardian. Information regarding an individual child's development is shared with parents on a one-to-one basis with the key carer. The observation records are routinely offered for viewing and parental comments sought.

All information regarding an employee is available to view, on request, by the member of staff in question.

All confidential information is shredded when it is no longer required.

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

This policy was adopted on	Signed on behalf of the nursery
05/02/2025	KellieATye (Area Manager)