

CONFIDENTIALITY POLICY

Statement of Intent

We aim to ensure that parents can share their information in the confidence that it will only be used to enhance the welfare of their children.

We comply with GDPR (general data protection regulations) which apply six privacy principles within their operations:

- Lawfulness, fairness and transparency.
- Purpose limitations.
- Data minimisation.
- Accuracy.
- Storage limitations.
- Integrity and confidentiality.

We respect confidentiality in the following ways.

- 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 induction includes an awareness of the importance of confidentiality in their role at pre-school.
- Personal information about children, families and staff is kept securely in a locked cupboard whilst remaining as accessible as possible.
- Any breach of confidentiality will be dealt with by the Manager and chairperson of the Pre-school Management Committee.

This policy was agreed and adopted at a Committee Meeting held on

Signed

For and on behalf of Marlow Bottom
Pre-school CIO