



Confidentiality Policy:

Policy Statement

Definition: 'Confidential information is information of some sensitivity, which is not already lawfully in the public domain or readily available from another public source, and which has been shared in a relationship where the person giving the information understood it would not be shared with others.'

In our setting, staff and Managers can be said to have a 'confidential relationship' with families. We intend to respect the privacy of children, their parents, and carers, while ensuring they have access to high-quality early years care and education in our setting. We aim to ensure that all parents and carers can share their information in the confidence that it will be used only to enhance their children's welfare. There are record-keeping systems that meet legal requirements; means of storing and sharing that information are governed by the Data Protection Act 1998 and the Human Rights Act 1998.

Procedures:

- Parents will have access to the files and records of their children, but will not have access to information about any other child.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than the parents/carers of that child.
- Information given by parents/carers to the manager or Key person will not be passed on to other adults without permission.
- Issues related to staff employment, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties/evidence relating to the child's safety will be kept in a confidential file and not shared within the group except with the child's Key Person /Manager.
- Students on TFA Learning Alliance or other recognised courses observing in the TFA will be advised of our confidentiality policy and must respect it.
- The setting will not be held responsible for that information shared willingly by parents to other parents, which is beyond our control.
- Parents will be informed should the setting need to record confidential information beyond the general personal information we keep—e.g., Injuries, concerns, or changes about the child or the family, any discussions with parents on sensitive

matters, any records we are obliged to keep regarding action taken in respect of child protection, and any contact and correspondence with external agencies regarding the child.

- All records are kept securely on-site.

Privacy Notice for Parents & Carers

This notice informs you of what information we collect and how we use it.

The categories of children's information that we collect, hold, and share include

- Personal information (such as name, contact details, address, and date of birth)
- Characteristics (such as ethnicity, language, and nationality)
- Attendance information (such as sessions attended)
- Assessment information
- Relevant medical, special educational needs, safeguarding and behavioural information
- Photographs

The General Data Protection Regulation allows us to collect and use children's information with the consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of a data subject or another person and where processing is necessary for the performance of a task carried out in the public interest in the exercise of official authority vested in the controller. When the personal information is Special Category Information, we may rely on processing it in the substantial public interest, in addition to the data subject's consent and the vital interests of the data subject or another person.

Our requirement for this data and our legal basis for processing it include the Education Acts of 1996, 2002, and 2011; the Children's Acts of 1989 and 2004; the Education and Skills Act; the Equalities Act of 2010; and Articles 6 and 9 of the General Data Protection Regulation.

Why do we collect and use the information

We use the children's data:

- To support children's learning and development
- To monitor and report on children's progress
- To provide an appropriate duty of care
- To assess the quality of our services

- To comply with the law regarding data sharing
- To administer admissions waiting lists
- For the safeguarding of the children

Collecting children's information

Whilst most of the children's information you provide to us is mandatory, some of it is provided voluntarily. To comply with the General Data Protection Regulation, we will inform you whether you must provide certain information to us or if you have a choice. We use your personal information only with your permission, so you may ask us to stop processing it at any time.

Who do we share children's information with

We routinely share children's information with the following:

- Other settings that the children attend during their time with us and after leaving us
- Our local authority
- The Department for Education (DfE)
- Other outside agencies, such as social services and health professionals

Why do we share children's information?

We only share information about our children with their consent, if permitted by law and our policies. By law, children's information can be shared with relevant authorities without parents' permission if there is a safeguarding concern.

We share children's data with the Department for Education (DfE) on a statutory basis. This data sharing underpins TFA funding and monitoring of educational attainment policy.

We share children's data with the local authority on a statutory basis for funding purposes.

