



CONFIDENTIALITY POLICY

The operation of Mucky Kidz requires the sharing of information between Parents / carer, Local school, and Our staff. To respect the dignity and privacy of all users, our setting will actively promote confidentiality in the following ways:

- Maintain a personal relationship with the local schools to help pass important paperwork, letters, news to parents/ carers who are unable to receive them personally and to keep them secure and safe until collection.
- Provide guidelines for staff in the handling of confidential/sensitive information.
- Provide secure storage for files and information.
- Adhere to all relevant legislation in the keeping of records.
- Provide parent/carer access to their own child's records.
- We will not disclose confidential information unless required to do so in matters of child protection or death situations.