

Confidentiality and Data Protection Policy

At Sunflowers Pre-School and Out of School Clubs, we understand that we may meet confidential information. This policy explains how we respect this. For more information on what and how we store your data please see our Privacy Notice (GDPR compliance)

* If your child attends Sunflowers and Thorley Hill Primary School, please be aware that there will be confidential information sharing between these two settings.
* We do not discuss children or their families with anyone who is not involved in the child’s care including other parents/carers in the setting unless there is a safeguarding concern or have parental consent, for example, a referral to speech therapy.
* Any concerns/queries you may have about any aspect of your child’s journey with us should be addressed with the Manager initially to attend to especially if it is concerning other children or a member of staff.
* Photos, videos and information regarding children, parents/carers and staff should not be shared on any social media sites. The e-safety policy should be adhered to always and acceptable use policy statement should be signed by all staff.
* Any safeguarding matters that we record are kept in a confidential file and only discussed with the manager and if necessary then on to relevant organisations. Please refer to our safeguarding policy.
* Sunflowers will comply with all requirements of the Data Protection Act, the new GDPR from May 2018 and the Early Years Framework.
* All information regarding personal information or records we keep are kept both electronically and on paper, depending on what is most appropriate and necessary. Arrangements to see any information kept by us of your child can be made with the Manager.
* Any paper documents are kept in a locked filing cabinet when the nursery building is not in use and saved securely electronically.
* Any discussions with other professionals take place within a professional framework and not on an informal basis.
* Our staff induction process includes an awareness of the need for confidentiality and data protection.
* At times, we may have to allow other organisations such as OFSTED or the local authority access to relevant information as part of an inspection or audit that we are required as part of our registration to adhere to.

| Policy date: 01/03/201807/09/2022 and 01/09/2023 (updated)01/09/24 (updated) | Review date: 01/09/2026 |
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| Adopted by: Louisa Cowler | Role: Sunflowers Manager |

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[www.sunflowerspreschool.co.uk](http://www.sunflowerspreschool.co.uk)

OFSTED URN- EY546049

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I confirm that I have read and understood Sunflowers Pre-School and Out of School Club’s Confidentiality/Data Protection Policy and Privacy Notice (GDPR compliance)

Parent’s/Staff signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s name (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_