



## **The Butterfly Rooms (Incorporating Woodlands) LTD**

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

### **Confidentiality and Client Access to Records**

#### **Policy Statement**

We are committed to respecting the privacy of children and their families while ensuring they receive high-quality early years care and education. Information shared with us is treated with strict confidentiality and used solely to support the welfare and development of children. Our record-keeping practices comply with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act (2018), the Data (Use and Access) Act (2025), and the Human Rights Act (1998).

#### **Confidentiality Procedures**

- Information shared within the setting is treated as confidential unless disclosure is required for safeguarding purposes.
- Informed consent is obtained—preferably in writing—before sharing any sensitive information, unless legally exempt.
- Digital records are encrypted and stored securely, with access strictly limited to authorised personnel.
- Parents/carers are informed when confidential information is recorded beyond general personal data (see our Children's Records Policy and Privacy Notice).
- Staff discussions regarding children's well-being are restricted to key personnel and conducted professionally.
- Breaches of confidentiality may result in disciplinary action in line with our staff conduct policy.

#### **Client Access to Records**

Parents/carers may request access to confidential records relating to their child. The following steps outline our process:

1. Requests must be made in writing to the setting manager.
2. We acknowledge the request within five working days and arrange access within one month. For complex cases, an extension of up to two months may apply.
3. A secure online portal may be used to provide electronic records, ensuring ease of access and data security.
4. Any third-party data referenced in records will be reviewed, and consent for disclosure will be obtained where required.
5. If disputes arise over record accuracy, factual corrections may be made. Opinions and professional judgments will be retained, with parents/carers given the opportunity to add their perspective.

6. Records remain complete and transparent—information will never be removed or altered to make it more acceptable.
7. In line with the Data (Use and Access) Act 2025, we may pause the response timeline (“stop-the-clock”) if further information is required to verify the request.

### **Data Security Measures**

- Digital files are password-protected and accessible only to authorised staff.
- Physical documents are stored in locked cabinets with controlled access.
- Staff receive annual training on data protection, confidentiality, and secure record management.
- Data breaches are immediately reported and managed in accordance with ICO and DUAA 2025 guidelines.

### **Legal Framework**

This policy aligns with the following regulations:

- UK General Data Protection Regulation (UK GDPR), as amended
- Data Protection Act (2018)
- Data (Use and Access) Act (2025)
- Human Rights Act (1998)
- EYFS Statutory Framework (2025), Sections 3.69–3.72, 3.80

This policy was adopted by

The Butterfly Rooms Ltd

On

7<sup>th</sup> July 2025

Date to be reviewed

7<sup>th</sup> July 2026

Signed on behalf of the Management  
committee



Name of signatory

Miss Aimee Thompson