



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

INFORMATION SHARING POLICY (2026)

(EYFS Statutory Framework & UK GDPR Compliant)

Policy Statement

This setting is committed to ensuring that all personal information is collected, stored, used, and shared in a lawful, fair, and transparent manner.

We recognise that effective information sharing is essential to:

- Safeguard and promote the welfare of children
- Work in partnership with parents and professionals
- Meet our statutory duties under the Early Years Foundation Stage (EYFS)

We will always ensure that information sharing is:

- Proportionate
- Necessary
- Secure
- In the best interests of the child

Scope

This policy applies to:

- All children attending the setting
- Parents and carers
- Staff, students, volunteers, and trustees
- External professionals and partner agencies

It covers all forms of information, including:

- Written records
- Digital records
- Verbal communication

Legal and Statutory Framework

This policy is based on:

- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Childcare Act 2006
- Childcare Act 2016
- Statutory Framework for the Early Years Foundation Stage (EYFS) (current version)
- Working Together to Safeguard Children (current version)
- Information Sharing: Advice for Practitioners (HM Government, 2018)
- The Education (Provision of Information About Young Children) Regulations 2009
- Early Years Census (latest guidance)

Key Definitions

- **Personal Data:** Information relating to an identifiable individual
- **Special Category Data:** Sensitive data such as health, ethnicity, or safeguarding concerns
- **Data Subject:** The individual the data relates to
- **Data Controller:** The setting (responsible for how data is processed)
- **Data Protection Officer (DPO):** The person responsible for data protection compliance

Principles of Information Sharing

We adhere to the UK GDPR principles. All data must be:

1. Lawful, fair, and transparent
2. Collected for specific, legitimate purposes
3. Adequate, relevant, and limited
4. Accurate and kept up to date
5. Retained only as long as necessary
6. Kept secure and confidential
7. Accountable - we must be able to demonstrate compliance

Lawful Basis for Sharing Information

We will only share information where a lawful basis applies. These include:

- **Legal obligation**
(e.g., Early Years Census, safeguarding duties)
- **Public task**
(delivery of childcare and education)
- **Vital interests**
(to protect a child from serious harm)
- **Consent**
(for non-statutory purposes where required)

Important:

- Consent is **not required** for safeguarding
- Consent is **not required** for statutory data collection
- We will inform parents unless it would place a child at risk

Information Sharing for Safeguarding

Safeguarding overrides all other considerations.

We will:

- Share information promptly where there are concerns about a child
- Not delay sharing information due to uncertainty
- Follow Local Safeguarding Partners (LSP) procedures

We will **not seek consent** if:

- It may place a child at risk
- It may compromise an investigation

Recording Decisions

All decisions to share information will be recorded, including:

- What was shared
- Why it was shared
- Who it was shared with
- Whether consent was obtained

Sharing Special Category Data

Special category data will be handled with additional safeguards.

This includes:

- Health information
- Ethnicity data
- SEND information
- Safeguarding records

We will only share this data where:

- It is necessary for safeguarding
- It supports wellbeing
- It is required by law or statutory agencies

Who We Share Information With

We may share information with:

- Local authority
- Health professionals (e.g., health visitors, GPs)
- Social care services
- Schools and other educational settings
- Ofsted
- HMRC (where required)
- Other professionals supporting the child

We will:

- Only share what is necessary
- Ensure recipients handle data securely

Parental Rights and Access to Information

Parents/carers have the right to:

- Be informed about how their data is used
- Access their child's records
- Request corrections to inaccurate information
- Withdraw consent (where applicable)
- Complain if they believe data has been misused

Requests will be handled in line with UK GDPR timescales.

Privacy Notices

We will provide clear privacy notices that explain:

- What data we collect
- Why we collect it
- How it is used
- Who it is shared with
- How long it is retained

Privacy notices will:

- Be provided at registration
- Be available on our website
- Be reviewed and updated regularly

Data Security

We ensure that all personal data is kept secure.

This includes:

- Locked filing cabinets for paper records
- Password-protected systems for digital data
- Restricted staff access
- Secure data transfer methods

We will ensure:

- Devices are protected
- Confidential discussions take place in private
- Records are not left unattended

Third-Party Providers

Where we use external systems (e.g., learning journals, IT platforms):

- We will ensure providers are GDPR compliant
- Data processing agreements will be in place
- Data will only be processed under our instructions

Retention of Records

We follow appropriate retention schedules.

Records will:

- Be kept only as long as necessary
- Be securely disposed of when no longer required

This includes:

- Shredding paper records
- Permanently deleting digital files

Data Breaches

A data breach includes:

- Loss of personal data
- Unauthorised access
- Accidental disclosure

In the event of a breach:

- It must be reported immediately to the DPO/manager
- A risk assessment will be carried out
- The ICO will be informed if required
- Affected individuals will be notified if necessary

All breaches will be recorded and reviewed.

Staff Responsibilities

All staff must:

- Maintain confidentiality at all times
- Only share information on a need-to-know basis
- Follow this policy and safeguarding procedures
- Attend regular training
- Report concerns or breaches immediately

Failure to comply may result in disciplinary action.

Training and Awareness

The setting will ensure:

- All staff receive data protection training
- Safeguarding training includes information sharing
- Updates are provided when legislation changes

Confidentiality

All information regarding children and families is confidential.

Staff must:

- Not discuss children outside the setting
- Not use personal devices for recording information
- Follow whistleblowing procedures where necessary

Complaints Procedure

If a concern is raised about data handling:

- It will be investigated promptly
- A response will be provided
- Individuals may escalate concerns to the Information Commissioner’s Office (ICO)

Monitoring and Review

This policy will be:

- Reviewed annually
- Updated when legislation changes
- Approved by management/committee

This policy was adopted by	The Butterfly Rooms Ltd
On	4 th June 2026
Date to be reviewed	4 th July 2027
Signed on behalf of the Management committee	A.Thompson
Name of signatory	Miss Aimee Thompson