**Wildwood Tuition and Childcare**



**Cogito, ergo, sum**

**Confidentiality Policy**

**To ensure that every member of the community feels loved, with a sense of God at the heart, with 5 basic values:**

* **Respect,**
* **Kindness**
* **Perseverance**
* **Forgiveness**
* **Inclusivity.**

**Confidentiality**

1. In order to protect the confidentiality and trade secrets of the Company and without prejudice to every other duty to keep secret all information given to it or gained in confidence, the Associate Contractor agrees on its own part and on behalf of its Staff as follows:
* Not at any time whether during or after an Assignment (unless expressly so authorised by the Company as a necessary part of the performance of its duties) to disclose to any person or to make use of any Confidential Information of the Company, where “Confidential Information” means any information for the time being confidential to the Company (or to its clients) relating to the business of the Company or its clients, or its or their products, affairs, strategies, business contacts, client information, finances and trade secrets including, without limitation, technical data and know-how relating to the business of the Company of or any of its clients.
* To deliver up to the Company (as directed) at the end of each Assignment all documents and other materials created by it or their staff during the course of the Assignment.
* Not at any time to make any copy, abstract, summary or précis of the whole or any part of any document or other material belonging to the Company or its clients except when required to do so in the course of its duties under an Assignment in which event any such item shall belong to the Company as appropriate.
1. You shall make yourself aware of the Company’s policies in relation to compliance with data protection legislation that is in force from time to time and undertake to act in accordance with these at all times, including exercising reasonable care to keep safe all documentary or other material containing confidential information. You shall inform the Company immediately upon discovery of a data breach.
2. Associates using social networking sites must ensure that, if adding personal news items, they do not bring Wildwood Tuition and Childcare Ltd into disrepute or include reference to Wildwood Tuition and Childcare Ltd by name or by photograph, or to any employee, client, customer or any other person or organisation connected with Wildwood Tuition and Childcare Ltd, or any of their relations or friends.
3. All information about children and their families is confidential and should never be discussed outside.
4. All the information kept on children will only be shared with the parents / carers. Occasionally it may be necessary to share records with outside agencies but parents would be consulted first
5. Records of progress across the Early Years Foundation Stage are usually passed to schools when the child leaves. If a parent prefers this not to happen the their wishes will be respected.
6. No information will be passed on to other agencies without permission form the parents / carers. Where there is an issue about child protection then the child’s welfare will be put first and the Safeguarding Policy put in place. In accordance with the ICO, is there is a significant safe-guarding risk, outside bodies within the children’s safeguarding framework may be contacted.
7. Parents and carers have free access to all information kept on their own child. (Except in exceptional cases where Data Protection Act 1998 stipulates it is against the best interests of the child to do so). We also have regard to the Freedom of Information Act 2000