



Confidentiality & Data Protection Policy

Setting Name: Golden Acorns

Date: April 2026

1. Statement of Intent

We respect the confidentiality and privacy of children, families and staff and are committed to handling personal information responsibly and securely. We recognise that maintaining confidentiality and protecting personal data are essential to safeguarding children and maintaining trust with families.

We ensure that information is collected, stored, used and shared in accordance with data protection legislation and EYFS requirements. All staff understand their responsibilities regarding confidentiality and information handling.

2. Legal Framework

This policy is based on statutory guidance and legislation including:

- Early Years Foundation Stage (EYFS) Statutory Framework
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Human Rights Act 1998

The setting complies with all relevant data protection requirements.

3. Principles of Confidentiality

Information about children and families is treated as confidential and shared only where necessary to support the child's care, learning or safety. Confidential information is accessed only by those who need it to perform their role.



Staff understand that confidentiality applies to written records, verbal information and digital data. Information is not discussed inappropriately or shared without legitimate reason.

4. Information Sharing

Information may be shared with parents, staff or professionals where it supports the child's wellbeing, learning or safeguarding. Information sharing follows safeguarding guidance and data protection principles.

Where possible, consent is obtained before sharing information. However, confidentiality will not prevent information being shared where there are safeguarding concerns or legal obligations.

5. Data Storage and Security

Personal data is stored securely to prevent unauthorised access, loss or misuse. Paper records are kept in locked storage and digital data is protected by passwords or secure systems.

Access to records is restricted to authorised persons only. Data is retained only for as long as necessary in line with retention guidance.

6. Access to Records

Parents have the right to access information held about their child in accordance with data protection legislation. Requests for access are managed appropriately and securely.

Information relating to other individuals will be protected when responding to requests.

7. Staff Responsibilities



All staff are responsible for maintaining confidentiality and protecting personal data.

Staff must:

- keep records secure
- avoid discussing confidential information inappropriately
- share information only when authorised
- follow data protection procedures
- report data breaches or concerns

Staff receive guidance and training regarding confidentiality and data protection.

8. Breaches of Confidentiality

Any breach of confidentiality or data security is taken seriously and reported immediately to management. Appropriate action is taken to address the breach and prevent recurrence.

Where required, breaches will be managed in accordance with data protection requirements.

9. Use of Images and Information

Images or personal information relating to children are used only with parental consent and in line with the setting's procedures. Images are stored securely and used appropriately.

10. Monitoring and Review

Confidentiality and data protection practice is monitored through record checks and staff guidance. This policy is reviewed annually or sooner if legislation or practice changes.

