



QUEENS PARK MONTESSORI DAY NURSERY

155 Richmond Park Road
Bournemouth
Dorset
BH8 8UA

Telephone: (01202) 523293

Proprietor: Mrs Alison Toms

Ofsted Reg: EY242933

Positive relationships

- 2.1 Respecting each other
- 2.2 Parents as partners

MAKE A POSITIVE

A Unique Child

- 1.3 Keeping Safe

STAY SAFE

EYFS: 3.69-3.72, 3.80

DATA PROTECTION AND CONFIDENTIALITY POLICY

At Queens Park Montessori Day Nursery we recognise that we hold sensitive/confidential information about children and their families and the staff we employ. This information is used to meet children's needs, for registers, invoices and emergency contacts. We store all records in a locked cabinet or on the office computer with files that are password protected in line with data protection principles. Any information shared with the staff team is done on a 'need to know' basis and treated in confidence. This policy will work alongside the Privacy Notice to ensure compliance under General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR) and Data Protection Act 2018.

Legal requirements

- We follow the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) 2021 and accompanying regulations about the information we must hold about registered children and their families and the staff working at the nursery.
- We follow the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR), Data Protection Act 2018 and the Freedom of Information Act 2000 with regard to the storage of data and access to it.

Procedures

It is our intention to respect the privacy of children and their families and we do so by:

- Storing confidential records in a locked filing cabinet or on the office computer with files that are password protected
- Ensuring staff, student and volunteer inductions include an awareness of the importance of the need to protect the privacy of the children in their care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality. This includes ensuring that

information about the child and family is not shared outside of the nursery other than with relevant professionals who need to know that information. It is not shared with friends and family, discussions on the bus or at the local bar. If staff breach any confidentiality provisions, this may result in disciplinary action and, in serious cases, dismissal. Students on placement in the nursery are advised of our confidentiality policy and required to sign in agreement to it

- Ensuring that all staff, volunteers and students are aware that this information is confidential and only for use within the nursery and to support the child's best interests with parental permission
- Ensuring that parents have access to files and records of their own children but not to those of any other child, other than where relevant professionals such as the police or local authority children's social care team decide this is not in the child's best interest
- If a member of staff needs to talk to a parent about their child, this will be undertaken in a private area. If this is not possible at collection/dropping off time, then an appointment will be made at a convenient time when the staff room can be used
- Ensuring all staff are aware that this information is confidential and only for use within the nursery setting. If any of this information is requested for whatever reason, the parent's permission will always be sought other than in the circumstances above
- Ensuring staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs
- Staff, students and volunteers are prohibited from 'friending' current parents on Facebook or any other social networking sites, nor should they discuss any specific children or incidents relating to the nursery.
- Ensuring issues concerning the employment of staff remain confidential to the people directly involved with making personnel decisions (Alison Toms (owner) and Ali Percy (supervisor))
- Parents are required to give permission for nursery staff and students to take photographs and video evidence of their child whilst engaged in nursery activities
- Ensuring any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a 'need-to-know' basis. If, however, a child is considered at risk, our safeguarding policy will override confidentiality.

All the undertakings above are subject to the paramount commitment of the nursery, which is to the safety and well-being of the child.

General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR) compliance

In order to meet our requirements under GDPR we will also undertake the following:

- We will ensure our terms & conditions, privacy and consent notices are easily accessed/made available in accurate and easy to understand language
- We will use your data only for registering you in the Learning Book system, contacting you via phone or email, and only contact you in cases of emergency, if your child is unwell, or to share information. We will not share or use your data for other purposes.
- Everyone in our nursery understands that people have the right to access their records or have their records amended or deleted (subject to other laws and regulations).

Staff and volunteer information

- All information and records relating to staff/[volunteers](#) will be kept confidentially in a locked cabinet
- Individual staff may request to see their own personal file at any time

This policy was adopted on:

Signed on behalf of the nursery:

Date for review: