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## CONFIDENTIALITY POLICY

Adopted March 2024

The nursery work with children and families will bring us into contact with confidential information. To ensure that all those using and working in the nursery can do so with confidence, we will respect confidentiality in the following ways -

We ensure students, staff and parents are advised of our confidentiality policy and require them to adhere to it.

Records and personal information on children, families, staff, and volunteers must be kept confidential and on nursery premises, that is, only available to those who have a right or professional need to see the information. In ensuring privacy and confidentiality information must be stored in a secure place which is easily accessible.

The balance between confidentiality and disclosure should be managed.

The nursery will consider when and where information is shared with parents.

It will be necessary to consider whether information needs to be shared with staff and if so, a parental permission agreement will be sought.

When providing access to written records the nursery may wish to inform parents about whom records are kept on and why, where records are kept and in what form, how and when parents can access records.

When parents have access to records/files of their own child they should in no circumstances see those of other children.

All records are kept in accordance with the General Data Protection Regulations 2018 (GDPR).

If there is an incident involving two children, neither parent will be made aware of the other child involved.

No surnames will be written on forms or displayed on work around the nursery.