



St Paulinus Pre-School

St Paulinus Centre,
Hillcrest Road,
Marlpit Hill,
Edenbridge,
TN8 6JS



Data Protection and Confidentiality Policy

Statement of intent

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our setting. The committee and staff at also intend to comply fully with the requirements and principles of the Data Protection Act 1998 and General Data Protection Regulation 2018.

Aim

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

Obtaining and Processing Data

St Paulinus Pre-School undertakes to obtain and process data fairly and lawfully by informing all data subjects of the reasons for data collection, the purposes for which the data are held, the likely recipients of the data and the data subjects' right of access.

Methods

We keep two kinds of records on children attending our setting:

1 Developmental records

- These include observations of children in the setting, samples of their work, summary developmental reports and records of achievement.
- They are usually kept in the locked cupboard and can be accessed, and contributed to, by staff, the child and the child's parents.

2. Personal records

- These include registration and admission forms, signed consents, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.
- These confidential records are stored in the locked cupboard and are kept secure by the person in charge.
- Parents have access, in accordance with the access to records procedure, to the files and records of their own children, but do not have access to information about any other child.

Date: February 2018

Review: February 2019

- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.

Other records

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Volunteers or students on Pre-school Learning Alliance or other recognised qualifications and training, when they are observing in the setting, are advised of our confidentiality policy and required to respect it.

Data Integrity

St Paulinus Pre-School undertakes to ensure data integrity by the following methods:

- **Data accuracy:** Data held will be as accurate and up to date as is reasonably possible.
- **Data adequacy and relevance:** Data held about people will be adequate, relevant and not excessive in relation to the purpose for which the data is being held. In order to ensure compliance with this principle, the Pre-School will check records regularly for missing, irrelevant or seemingly excessive information and may contact data subjects to verify certain items of data.
- **Length of Time:** Data held about individuals will not be kept for longer than necessary for the purposes registered, in accordance with Data Protection guidelines.

Access to personal records

Parents may request access to any records held on their child and family following the procedure below.

- Any request to see the child's personal file by a parent or person with parental responsibility must be made in writing to the Pre-school manager.
- The Pre-school manager informs the chairperson of the committee and sends a written acknowledgement.
- The Pre-school commits to providing access within 14 days - although this may be extended.
- The Pre-school manager and chairperson of the committee prepare the file for viewing.
- All third parties are written to, stating that a request for disclosure has been received and asking for their permission to disclose to the person requesting it. Copies of these letters are retained on the file. 'Third parties' include all family members who may be referred to in the records. It also includes workers from any other agency, including social services, the health authority, etc. It is usual for agencies to refuse consent to disclose, preferring the individual to go directly to them.

Date: February 2018

Review: February 2019

- When all the consents/refusals to disclose have been received these are attached to the copy of the request letter.
- A photocopy of the complete file is taken.
- The Pre-school manager and chairperson of the committee go through the file and remove any information which a third party has refused consent to disclose. This is best done with a thick black marker, to score through every reference to the third party and information they have added to the file.
- What remains is the information recorded by the setting, detailing the work initiated and followed by them in relation to confidential matters. This is called the 'clean copy'.
- The 'clean copy' is photocopied for the parents who are then invited in to discuss the contents. The file should never be given straight over, but should be gone through by the Pre-school manager so that it can be explained.
- Legal advice may be sought before sharing a file, especially where the parent has possible grounds for litigation against the setting or another (third party) agency.

Authorised Disclosures

The Pre-School will, in general, only disclose data about individuals with their consent. However there are circumstances under which the Pre-School may need to disclose data without explicit consent for that occasion. These circumstances are strictly limited to:

- Pupil data disclosed to authorised recipients related to education and administration necessary for the Pre-School to perform its statutory duties and obligations.
- Pupil data disclosed to authorised recipients in respect of a child's health, safety and welfare.
- Pupil data disclosed to parents in respect of their child's progress, achievements, attendance, attitude or general demeanour within or in the vicinity of the Pre-School.
- Staff data disclosed to relevant authorities e.g. in respect of payroll and administrative matters.
- Personal data - Only authorised staff are allowed to make external disclosures of personal data. Data used within the Pre-School by the committee and staff will only be made available where the person requesting the information is a professional legitimately working with the Pre-School, who needs to know the information in order to do their work. Should a safeguarding concern/issue arise, both pupil and personal data will be shared as detailed in the Safeguarding Children Policy and Procedures. The Pre-School will not disclose anything on pupils' records which would be likely to cause serious harm to their physical or mental health .

Disposal of information kept

All personal details, when no longer required, will be disposed of sensibly by use of shredder.