



Confidentiality

Aim

To ensure that confidentiality and data protection compliance are a natural part of good practice at Little Discoverers Nursery

To provide all staff, directors and others in nursery with clear, unambiguous guidance as to their legal and professional roles. To make certain that the procedures throughout the school can be easily understood by pupils, parents/carers and staff.

Rationale:

Little Discoverers has a duty of care and responsibility towards pupils, parents/carers, and staff. It also needs to work with a range of outside agencies and share information on a professional basis. The care and safety of the individual is the key issue behind this document.

The nursery holds a lot of confidential information about children, staff and sometimes parents and carers. Whilst it is important that we continue to develop positive ways to use that information, we all recognise that it is our responsibility to use, hold and safeguard information received. The nursery is mindful that it is placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality. Our obligation to comply with the Data Protection Act 2018, the UK GDPR and other legislation and statutory guidance underpins our management of data.

Objectives:

- To provide consistent messages in the nursery about handling information about children and adults once it has been received
- To foster an ethos of trust within the nursery
- To ensure that staff, governors, volunteers, parents, and pupils are aware of the nursery confidentiality policy and procedures
- To reassure pupils that their best interests will be maintained
- To encourage pupils to talk to their parents/carers
- To ensure that pupils and parents/carers know that nursery staff cannot offer unconditional confidentiality
- To ensure that if there are child protection issues then the correct procedure is followed
- To ensure that confidentiality is a whole school issue and that everyone understands their personal responsibilities

Guidelines:

- All information about individuals is private and should only be shared with those staff on a need-to know basis
- All social services, medical and personal information about a child should be held in a safe and secure place which cannot be accessed by individuals other than school staff
- The school continues to actively promote a positive ethos and respect for the individual
- The safeguarding policy will be applied, and monitored by appropriate s nursery personnel
- All children and adults have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns, and special educational needs



Types of Information Collected

We may collect and process the following types of personal data:

- Child's full name, date of birth, address
- Parent/guardian contact details
- Emergency contacts
- Medical and health information
- Dietary requirements and allergies
- Developmental records and observations
- Attendance and safeguarding records
- Photos or videos (with parental consent)
- Staff personal and professional details

Legal Basis for Data Processing

We collect and process personal information under the following lawful bases:

- Consent (e.g., for the use of photos)
- Legal obligation (e.g., safeguarding requirements)
- Contractual necessity (e.g., parent contracts)
- Vital interests (e.g., in a medical emergency)
- Legitimate interests (e.g., internal quality monitoring)

Confidentiality Procedures

- All information is treated with sensitivity and discretion.
- Staff are trained on confidentiality and sign a code of conduct.
- Conversations about children, families, or colleagues are only held in appropriate settings with authorised persons.
- Information is only shared internally on a "need-to-know" basis.

Information Storage and Security

- Paper records are stored securely in locked cabinets.
- Digital records are password-protected and encrypted where appropriate.
- Access to records is restricted to authorised personnel.
- CCTV (if used) is managed in compliance with relevant guidelines.

We will not share personal information with third parties without consent unless:

- There is a legal obligation (e.g., Ofsted, Local Authority, HMRC).
- There is a safeguarding concern requiring referral to external agencies.
- There is a medical emergency and information is required by emergency services.
- There is a contracted service provider with GDPR-compliant agreements in place (e.g., online journals or payroll services).



Consent and Parental Rights

- Consent is sought for non-essential data processing (e.g., photos).
- Parents/guardians have the right to:
 - o Access the data we hold about them and their child.
 - o Request corrections to inaccurate data.
 - o Request deletion of data where appropriate.
 - o Withdraw consent at any time (where consent is the lawful basis).

Data Retention and Disposal

- Personal data is only kept as long as necessary to meet legal and operational requirements.
- Data is securely destroyed or deleted once no longer needed.
- Retention periods follow statutory guidance (e.g., 3–6 years depending on the type of record).

Breach Procedures

- Any suspected data breach is reported to the Designated Data Protection Officer (DPO) immediately.
- Significant breaches are reported to the Information Commissioner's Office (ICO) within 72 hours.
- Affected individuals will be informed where appropriate.

Staff Responsibilities:

Confidentiality is a whole nursery issue. Even when sensitive information appears to be widely known it should not be assumed by those immediately involved that it is appropriate to discuss or share this information further.

Staff should be aware of children with medical needs and the class information sheet should be accessible to staff who need that information but not on general view to other parents/carers and children.

Information about children will be shared with parents and carers but only about their child. Parents should not have access to any other child's books, marks and progress grades at any time especially at parents evening.

All personal information about children including social services records should be regarded as confidential. It should be clearly understood by those who have access to it, and whether those concerned have access to all, or only some of the information. Information regarding health reports such as speech therapy, medical reports, SEN reports, SEN minutes of meetings and social services minutes of meetings and reports will be circulated in envelopes / files and once read should be returned for secure filing. In all other notes, briefing sheets etc. a child should not be able to be identified. Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school.

Staff should exercise prudence and consider the dignity of individuals during conversations on the school site, for example in the staff room, particularly if non -members of staff are present and in the presence of children.

Non-members of staff, for example, students and voluntary helpers, will be asked to follow the principles of the confidentiality policy and sign a confidentiality agreement, please see appendices below.

Governors/directors Responsibilities:

Governors/trustees need to be mindful that from time-to-time issues are discussed or brought to their attention about staff and children. All such papers should be marked as confidential and should be copied onto different coloured paper. These confidential papers should be destroyed after use. Governors/trustees must observe complete confidentiality when asked to do so by the governing body, especially in relation to



matters concerning individual staff, pupils or parents. Governors/trustees will sign a confidentiality agreement annually.

Although decisions reached at governors' meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based should be regarded as confidential. Governors/trustees should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the governing body.

Contact and Complaints

If you have any questions or concerns about how your information is handled, please contact the nursery manager

- **Reviewed: August 2026**