



General Data Protection & Confidentiality Policy



Phoenix Education Day Nursery maintains to respect the privacy of children, their parents, carers and staff and the protection of all personal data under the General Data Protection Regulations 2018. For the purposes of this policy, 'Personal Data' is any data or information that can be linked to single person and which identifies them in any way.

We will hold information that you provide us with when registering your child and completing our registration paperwork. This will be in the form of an original paperwork file and information transferred and held electronically by our data processor provider. Staff and Managers will have access to information held on children within our care, and Managers will have access to information held on staff employed by the company.

Our appointed Data Processor will be ISO9001 certified and also comply with the requirements of the Information Commissioner's Office (ICO).

We will respect all confidential information in the following ways:

1. Personal data will not be visibly displayed within the setting.
2. All confidential paperwork will be stored in lockable cabinets.
3. Confidential information held electronically will always be password protected and will comply with the strict data requirements of the Information Commissioner's Office (ICO). Images and observations will be only be stored on company owned and password protected equipment. External organizations employed by the nursery to hold and process data on children and staff will be GDPR compliant.
4. Parents/carers may have ready access to the files and records of their own children but will not be given access to information regarding any other child. Equally, staff will have access to any records held about themselves. Everybody has the right to have their records amended or deleted upon request.
5. Staff will not discuss individual children (other than for the purposes of curriculum and activity planning) with anyone other than the parents/carers of the each individual child.
6. Information provided by parents/carers to our staff will not be passed onto other adults or agencies without permission unless there is deemed to be a risk to safeguarding or child protection (See Safeguarding and Child Protection Policy).

7. All staff, including trainees and work experience students will be advised of our General Data Protection & Confidentiality Policy during their induction process and will be required to adhere to it.
8. Any anxieties or evidence relating to a child's personal safety will be kept in a confidential file and only shared with relevant staff such as the child's keyworker, room leader and management.

For child protection purposes, records of children who have attended the setting (accident and incident records and child protection records) will be retained until the child reaches the age of 21 or age of 24 for child protection records. After this time records will be securely disposed of by shredding on site. In all other cases, information held on children and staff will be destroyed after a two year period.

Computer records and spent computer memory will be passed to a reputable company for secure disposal.

Please also refer to our Photographic, Digital Image and Mobile Phone Policy for how we use and protect images of children.

If data protection or confidentiality is breached, the families affected will be notified and if necessary, staff disciplinary procedure followed if this is found to be due to staff malpractice.