



## **Confidentiality and Data Protection Policy**

### **Confidentiality**

Confidentiality involves protecting personal information held about an individual.

Personal information has been defined as consisting of 'those facts, communications or opinions which relate to an individual' which would be reasonable for him/ her to regard as intimate or sensitive and therefore want to withhold or at least resist their collection, use or circulation. The purpose of data protection legislation is to ensure that personal data is not processed without the knowledge and (except in certain cases) the consent of the data subject:

- The nursery will comply with the Data Protection Act.
- Parents often divulge personal information to staff, and it is Curious Explorers' policy that this information must be held in confidence. However, if this information is of a serious matter and can harm the child, the member of staff must inform the parent this information will be shared with the nursery manager.
- If a parent involves a member of staff in discussions about any aspect of nursery operations, they must inform their manager immediately.
- Parents are required to supply personal information as part of enrolling their child with us. This information is held in the office in a lockable filing cabinet. Managers will disseminate any information required to facilitate care for the individual child.
- Information such as emergency contact numbers are kept with the register in the room the child is based and information about any specific dietary needs that could have serious medical implications are made clear to all staff and a care plan is always at hand in the room.
- Parents have access to information about their child but not to information about or personal details of any other child.
- Any potentially sensitive information relating to the child's personal safety should only be shared by those directly involved in the child's care.
- In some circumstances it is not appropriate to promise absolute assurance of confidentiality to those who disclose or talk about personal problems.
- Staff who unwittingly or deliberately break the confidence of a parent will be subject to formal disciplinary procedures.

### **Data Protection**

The company is required to process relevant personal data as part of its operation and shall take all reasonable steps to do so in accordance with this policy.

Curious Explorers Ltd abides to all GDPR regulations and Privacy Notices are now available for all data held by the Nursery.

Please ask the manager or email us on [fleet@curiousexplorers.co.uk](mailto:fleet@curiousexplorers.co.uk), [farnham@curiousexplorers.co.uk](mailto:farnham@curiousexplorers.co.uk) or [crookham@curiousexplorers.co.uk](mailto:crookham@curiousexplorers.co.uk) if you would like us to provide you with more information on how we hold your data.