

Thanet Early Years Project

Confidentiality Policy

This is a Statutory Policy

Legislation Links:

- Human Rights Act 1998 – provides the principles for confidentiality
- Data Protection Act 1998 – rules for safe handling of data.
- The Data Protection Act 2018 is designed to protect an individual's privacy.
- Children Act 1989 – outlines legal parental responsibility for children.
- Freedom of Information Act 2000 – gives everyone the right to request any records that a public body, including settings, holds about them
- Employment Act 2008 – terms and conditions of contracts of employment i.e. use of confidentiality clauses
- EU General Data Protection Regulation (GDPR)

This policy applies to all staff employed by Thanet Early Years Project, volunteers, students and the TEYP board of Trustees.

Statement of intent

Thanet Early Years Project always understands the importance of maintaining confidentiality. 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.

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.

Methods

To ensure that all those using - and working in – our early years settings can do so with confidence, we respect confidentiality in the following ways.

- Parents have ready access to the files and records of their own children in accordance with the Data Protection Act 2018, but do not have access to information about any other child.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's individual needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- Staff will not disclose or make use of confidential information at any time during their employment or after they have left their employment with TEYP unless given express authorisation. Neither will staff at any time make use of any document or record belonging to TEYP unless required to do so in the course of their employment.
- Matters concerning children, parents/carers, staff, volunteers, students or managers will all be treated with the same high standard of confidentiality.
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis.
- Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible. This includes data stored both on paper and disk/external storage devices.

- All archived personal information is stored securely until sufficient time has passed for this information to be securely destroyed/shredded.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students undertaking qualifications and training, who spend time observing in the setting, are advised of our confidentiality policy and required to respect it.
- The transportation of personal information relating to both service users and employees of Thanet Early Years Project is undertaken only by designated employees of TEYP, namely senior managers or finance staff and creche managers.

All the undertakings above are subject to the paramount commitment of TEYP. This policy should be read in conjunction with the following TEYP policies:

- Child Protection Policy 2018
- Whistle blowing Policy