Confidentiality Policy

Information held about a child and their family will never be shared without permission of the parent, except in the interests of protecting the child. For example, sharing relevant details with a specialist because of a health or behavioural problem, or in the case of suspected abuse.

All telephone conversations between parents and myself will, where possible, be carried out in the evening, when the children and/or other parents are not in a position to overhear.

Any information held on an electronic device (computer, camera, phone etc.) is password protected. I hold a valid ICO certificate which means that I am on the Data Protection Register.

On 25th May 2018, GDPR (General Data Protection Regulations) came into force. I have done a Data Audit on the data I require and store for my business, produced a Privacy Impact Assessment, Data Sharing Policy, Data Retention Policy and a Privacy notice.

As the data controller, I am responsible for keeping sensitive data about children, their families and members of staff secure. If there is a data breach – a loss of personal data – I will do the following:

1. The data breach will be recorded on a Data Breach Record Form
2. If the data breach will risk ‘rights or freedoms’, then I will report the breach within 72 hours to the ICO
3. I will also report the breach to the relevant parents and provide them with information on how they can protect themselves.
4. An investigation will be carried out on how the data breach occurred and my Privacy Impact Assessment will be updated accordingly to prevent such an event happening again.

Date this document was last reviewed – 25/02/2023

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