

Confidentiality

Nemo's Nursery & Pre-School

Confidentiality Policy

The nursery's work with children and families will sometimes bring us into contact with confidential information.

To ensure that all those using and working in the nursery can do so with confidence, we will respect confidentiality in the following ways:

Parents will have ready access to the files and records of their own children but not have access to information about any other child.

Staff will not discuss individual children, other than for purposes of play, planning/nursery management, with people other than the parents/carers of that child.

Information given by parents/carers to the nursery manager will not be passed on to other adults without permission. The only time consent may not be sought is during a safeguarding concern; see our safeguarding policy for more information.

Issues to do with the employment of staff, which have been brought to the attention of the nursery manager, will remain confidential to the people directly involved with making personal decisions.

Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the nursery except with the child's key worker/ senior staff and manager.

All the undertakings above are subject to the paramount commitment of the nursery which is to ensure safety and wellbeing of the child. Please see our policy on safeguarding.

In line with GDPR all personally identifiable data is kept secure in locked cabinets in the office. Only the manager and deputy manager have access to this. Staff are able to request access to this, for example if a child is sick and a parent needs to be called.

NHS Track and Trace – Covid-19

The law on protecting personally identifiable information, known as the General Data Protection Regulation (GDPR), allows Public Health England to use the personal information collected by NHS Test and Trace Service.

Therefore if required to do so by the NHS Track and Trace Services, Nemo's Nursery & Pre-School will provide the contact details of all children and adults that have been in close contact with anyone that has tested positive for Covid-19 within the setting.

This is in accordance with Article 6(1)(e) of the GDPR '*processing is necessary for the performance of a task carried out in the public interest*'.

For more information please see the following government guidance.

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#how-nhs-test-and-trace-service-works>

<https://contact-tracing.phe.gov.uk/help/privacy-notice>