



Allsorts Confidentiality Policy

Purpose

Allsorts staff and committee realise the importance of confidentiality of information passed to them at the setting.

We are committed to ensuring that all data, and both verbal and written information remains confidential and is only passed to people on a strictly need-to-know basis.

Practice

- Children's records are accessible to the child's parents/carers and the staff but are inaccessible to all others unless parental permission is given.
- Family - our management information system - is very secure from both our point of view and the company that manage the system. Further data security details are available if you wish to know more.
- Each family will only have access to their own child's records and information, and only when they have signed permission and clauses relating to the uploading of information.
- Information given by parents or carers to staff will not be passed onto others without the parent's permission.
- Staff, adults, students and volunteers are asked to maintain confidentiality when outside of the setting by not discussing or naming any of the children and their families to other persons.
- Staff, adults, students, volunteers in the setting are not to discuss, mention, refer or allude to anything to do with Allsorts, its staff, children or its activities on any social networking sites.
- Individual children will not be discussed with anyone but the parents/carers of that child, except for curriculum planning purposes.
- Personnel matters will remain confidential between people directly involved in those personnel decisions.
- Any breach of confidentiality could be taken as a disciplinary issue and dealt with accordingly whether a staff member, volunteer, parent or student.
- Allsorts adheres to the Data Protection Act 2018.