



St Thomas More Playgroup

Confidentiality Policy

It is a legal requirement for all Ofsted Registered ChildCare settings that they must maintain records and obtain and share information. This is to ensure the safe and efficient management of the setting and to help ensure that the needs of all children are met. This information needs to be kept in accordance with the Data Protection Act 1998, which states that only information that is needed for a particular purpose must be kept, that it needs to be kept secure and that once it is no longer needed it is safely disposed of. However, the playgroup must retain certain records for a period of two years once a child has left their setting. Staff are also aware of my responsibilities where relevant under the Freedom of Information Act 2000.

Staff will comply with new General Data Protection Regulation (GDPR). This covers all personal data, such as child's, parents, names, addresses, birth dates etc.

Confidential information and records about children and their families will be stored securely to prevent access by third parties. This will not be shared unless the parents have given permission to do so or if it is essential to do so in the interests of the child, for example in a medical emergency or if there are child protection concerns. However, written information may be shared with Ofsted if it is requested. This can happen as part of an inspection or at any other time if there is a reason for Ofsted to inspect it.

We will comply with the new General Data Protection Regulation (GDPR) This covers all personal data, such as child's name, birth dates etc.

Digital photographs/images of children will be stored on a secure Pen Drive that is password protected. As the playgroup intend's to keep electronic records and digital images of children, the playgroup is also registered with the Information Commissioner's Office (ICO) registration reference ZA329797

Personal mobile phones belonging to members of staff are not used on the premises during working hours. Personal mobile phones will be stored with staffs personal belongings in a safe place.

Members of staff will ensure that the telephone number of the setting is known to immediate family and others who need to contact them in an emergency.

Members of staff will not use their own personal mobile phone for taking photographs of children. The manager will have the playgroup mobile phone which will be used during sessions to liaise with parents. Parents and visitors are requested not to use their mobile phones whilst on the premises.

Photographs of the children are only to be taken on equipment belonging to the playgroup and taken for valid reasons, ie. to record and evidence their learning and development or for displays.

Where parents/carers request permission to photograph or record their own child at special events, verbal and written permission will firstly be gained from all parents/carers for their children to be included.

Policy Date: September 2018

Review Date: September 2019