



Treetops Nursery

Confidentiality policy

Any information regarding your child or your family, which we observe, or which is given to us either verbally or in writing, will be treated as confidential.

All information given to us relating to your child or family is only used for the intended purpose of childcare and the welfare of your child.

All documentation relating to your child is stored securely.

As a data controller, we will meet all the legal requirements including complying with the Data Protection Act 1998. The Data Protection Act is an Act of Parliament which defines UK law on the processing of data. It is the main piece of legislation that governs the protection of personal data in the UK. It comprises common sense rules for information handling and provides a framework to ensure that information is shared appropriately. It helps strike a balance between the many benefits of sharing information and safeguarding privacy.

Data protection and information sharing

The seven golden rules

1. The Data Protection Act is not a barrier to information sharing.
2. Be open and honest.
3. Seek advice if in doubt.
4. Share with consent where appropriate.
5. Consider safety and well-being.
6. Make sure it is necessary, proportionate, relevant, accurate, timely and secure.
7. Keep a record.

As such in our setting practitioners must have parental permission to share information with other settings and professionals, and parents have the right to access information the setting holds on their child. The only exception to these two rules is where information may have to be shared without parental permission, for safeguarding purposes, and when sharing information with the parent/carer could put the child at risk.

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