

CONFIDENTIALITY POLICY

This document is produced for staff working with the children at Pixies and is a point of reference for families and others visiting the setting. Within this document 'staff' refers to all persons directly involved in the care of children at this setting, irrespective of their employment status, and includes students, trainees, and volunteers.

Aims

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our setting. We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. Furthermore, we intend to ensure that all confidential information pertaining to the operation of Pixies' business will be always protected and remain the property of the company.

Data Protection

Pixies will comply with the UK Data Protection Act 2018.

Records are kept to provide an efficient and effective service to the families for whom we provide childcare. For the purpose of administration, it is necessary for Pixies to hold and process personal data of employees and clients. The data will be held for the duration of the contract between Pixies and the service user and/or any longer term as deemed necessary for Pixies to answer relevant questions.

Children's information

Please see 'What to do if you're worried a child is being abused' document.

This is held in Pixies Main Policy file.

We keep two kinds of records on the children attending our setting:

1. Developmental records

- These include observations of the children in the setting, samples of their work, summary developmental reports and records of achievements.
- These are kept on Tapestry, which is an online journal and can be accessed, and contributed to, by staff, the child, and the child's parents. Hard copies may sometimes be kept and will be stored in the office.

2. Personal records

- These include registration and admission forms, signed consents, and correspondence concerning the child or family, reports or minutes from other agencies, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.
- These confidential records are kept in files and are kept secure by the Registered Provider or Manager in the office.
- Parents have access, in accordance with the access to records procedure, to the files and records of their own children but do not have access to information about another child.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's need, or for safeguarding purposes. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.

Other information

Confidential information also includes:

- Any information relating to the trading position, business, services, affairs, and finances of Pixies including (but not limited to) marketing information, lists of suppliers, agents, clients or customers and their needs and requirements.
- Technical data and know-how relating to the business of Pixies or any of its suppliers, agents, clients or customers including (but not limited to) plans, development, costs, margins, business plans and forecasts.
- Any document or item marked as confidential.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved including those making personnel decisions.

Protection of information

- Staff will agree not to use, divulge, or communicate to any person, firm, or organisation (except in the proper course of their duties during their employment by Pixies) any confidential information as outlined above which they may have received or obtained or has come to their knowledge while working for Pixies.
- Staff will agree to inform the Registered Provider immediately upon becoming aware, or suspecting, that a third party knows or has used any of Pixies' confidential information.
- All confidential information is the property of Pixies and staff will agree to hand it and any copies over to the Company on termination of employment with Pixies, or at the request of the Registered Provider at any time.
- Staff will not without the prior written consent of the Registered Provider, permit any confidential information:
 1. To be disclosed, whether directly or indirectly, to any third party, except to those authorised by the Registered Provider to know or as required by law.
 2. To be copied or reproduced in any form or to be commercially exploited in any way.
 3. To be used for their own purposes or for any purposes other than those of the Company or to be used or published by any other person.
 4. To pass outside their control.