



Confidentiality

Policy Statement

It is a legal requirement for us to collect personal details about your child and family. We also need to collect other information which is not a legal requirement to enable us to do our job to the best of our ability.

We will need to collect personal details such as family details, ethnicity, doctor's information, address, health information etc.

Any information provided to us will be confidential and private. We understand our responsibilities under the General Data Protection Regulations (GDPR) 2018.

You will have access to your own records on request. All documentation will be stored in a locked cabinet only accessible by staff who have signed a confidentiality agreement.

We will not discuss your information unless we have a safeguarding concern and if this is the case the information will be shared with Social Services and Ofsted.

Once your child leaves our setting, we will only keep their information for as long as the relevant retention period. All information which is not required will be shredded or deleted.

In the event that a child is not collected by an authorised adult by their expected collection time, we put into practice agreed procedures. The child will receive a high standard of care in order to cause as little distress as possible.

Your Consent

By providing your personal data to us you consent to the processing of such data as described above.

Priory View Pre-School

This policy was adopted by the Joint Management Team:

Vicky Peters – Owner / Manager

Delphine Pouncy – Deputy Manager

Christine Johnson – Deputy Manager