

# Confidentiality Policy



In order to provide a high-quality care service which individual needs it is necessary for Rookies Daycare to obtain personal information from parents/carers about their child.

This information may be sensitive therefore strict data collection and processing procedures are in place to ensure confidentiality. Rookies Daycare is registered with the Information Commissioners Office as a data controller and have a **Privacy Notice** in place which explains in detail the data collection, processing and storage procedures.

Any information received, either verbally or in writing, regarding your child or your family will be treated as private and confidential. Information will only be shared with parents, or where consent has been given to do so, any other named individuals on a signed Multiple Contact Information Sharing Form. A multiple contact situation is when the dropping off and collection of a child is shared with other family members or friends. Please refer to the **Multiple Contact Policy** for further information.

Information about your child will never be shared with others without your permission however in certain situations it may be necessary to share information. These situations include:

- As evidence to The Care Inspectorate on request or inspection.
- For management to work efficiently with members of staff and ensure continuity of care.
- To seek advice from other professionals for example to assist with additional support or medical needs.
- To support transition when a child is moving onto a new setting or to support wellbeing and development where there is to be a shared care arrangement.
- To apply for funding / early years entitlement

Where information about your child is to be shared with others, permission will be sought, and you will be asked to sign a Data Sharing Agreement to ensure that you understand fully who information is being shared with and the reasons for this. Only in exceptional circumstances, for example in an emergency or where there are safeguarding concerns, will information be shared without consent in order to inform the emergency services, alert the local safeguarding team or notify the police. Please refer to the **Child Protection/Safeguarding Policy** for further information about child protection procedures.

Information will be shared regularly with parents regarding children's daily activities and their learning and development progress. In addition to this, parents have the right to request access to information, for example to have a closer look at their child's learning and development folder. Parents will only have access to their own child's records and any requests for access are recorded. Any documentation containing personal or sensitive information is stored either in a lockable file or on computer which is secured with a password and virus protection.