



General Welfare Requirement: Documentation
Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.

Data Protection and Confidentiality Policy

Policy statement

Cherry Blossom Nursery and Preschool is required to collect/hold personal information, that is sensitive/confidential about its employees, children, parents and visitors. This information is used to meet children's needs, for registers, invoices and emergency contacts. It is also necessary to process information so that staff can be recruited and paid, activities organised and legal obligations fulfilled. We store all records in a locked cabinet and room or on the office computer which is password protected in line with data protection principles. Any information shared with the staff team is done on a 'need to know' basis and treated in confidence. This policy will work alongside the Privacy Notice to ensure compliance under General Data Protection Regulation (Regulation(EU) 2016/679 (GDPR).

Legal requirements

We follow the legal requirements set out in the Statutory Framework for the EYFS 2017 and accompanying regulations about the information we must hold about registered children and their families and the staff working at the nursery. We follow the requirements of the GDPR(Regulation (EU)2016/679 (GDPR) and the Freedom of Information Act 2000 with regard to the storage of data and access to it.

Procedures

It is our intention to respect the privacy of children and their families and we do so by:

- Storing confidential records in a locked cabinet and room and on the office computer which is password protected.
- Ensuring staff, student and volunteer inductions include an awareness of the importance of confidentiality and that information about the child and family is not shared outside of the nursery other than with relevant professionals who need to know that information. It is not shared with friends and family discussions on the bus or at the local bar. If staff breach any confidentiality provisions, this may result in disciplinary action and, in serious cases dismissal. Students on placement in the nursery are advised of our confidentiality policy and required to respect it.

- Ensuring that all staff, volunteers and students are aware that this information is confidential and only for use within the nursery and to support the child's best interests with parental permission.
- Ensuring that parents have access to files and records of their own children but not to those of any other child other than where relevant professionals such as the police or local authority children's social care team decide this is not in the child's best interest.
- Ensuring all staff are aware that this information is confidential and only for use within the nursery setting. If any of this information is requested for whatever reason, the parent's permission will always be sought other than in the circumstances above.
- Ensuring staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.
 - Ensuring staff, students and volunteers are aware of and follow our social networking policy in relation to confidentiality.
- Ensuring issues concerning the employment of staff remain confidential to the people directly involved with making personnel decisions.
- Ensuring any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a 'need to know' basis. If, however, a child is considered at risk, our safeguarding/child protection policy will override confidentiality.

All the undertakings above are subject to the paramount commitment of the nursery, which is to the safety and well being of the child.

General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR) compliance
In order to meet our requirements under GDPR we will also undertake the following :

1. We will ensure our terms and conditions, privacy and consent notices are easily accessed/made available in accurate and easy to understand language.
2. We will use your data only for the purposes intended and only contact you when legally required to do so. We will not share or use your data for other purposes.
3. Everyone in our nursery understands that people have the right to access their records or have their records amended or deleted (subject to other laws and regulations).

Staff and volunteer information

- All information and records relating to staff will be kept confidentially in a locked cabinet.
 - Individual staff may request to see their own personal file at any time.

For more information on data protection.

<https://ico.org.uk/>

The Designated Data Controllers

Cherry Blossom Nursery and Preschool is the Data Controller under the act and is ultimately responsible for its implementation.

The Data Controllers are Karen Elliott - Owner and Hayley Donoghue - Child Care manager

Date: 09/10/2025

Karen Elliott

Hayley Donoghue