



8. Confidentiality Policy

At Summertime Nursery, we respect the confidentiality and privacy of children and their families. All personal information will be handled lawfully, fairly, securely and only shared when there is a legitimate reason to do so.

Confidentiality

- Parents and carers may access records relating to their own child, including online learning portfolios, subject to applicable data protection requirements. They will not be given access to information about other children.
- Staff must not discuss children or families outside the setting or with people who do not have a legitimate need to know. Information may be shared with relevant staff where necessary to support a child's development, wellbeing, care or safeguarding.
- Staff must maintain confidentiality in accordance with their contract, code of conduct and professional responsibilities. All staff and committee members will sign a confidentiality declaration when joining the setting.
- Information relating to staff recruitment and personnel matters will remain confidential and will only be shared with those directly involved.
- Information concerning a child's welfare or safety will be recorded appropriately, stored securely and shared only with those who need the information to safeguard or support the child.
- Confidential records will be stored securely, with access restricted to authorised staff. Electronic information will be protected by appropriate security measures, including passwords and access controls.
- Information provided by parents will only be used or shared where necessary, relevant and proportionate, and in the best interests of the child, or where there is another lawful basis for doing so.
- When sharing information with another early years setting or school, we will follow data protection requirements and obtain parental consent where appropriate. Consent will not be required where information must be shared to protect a child or comply with a legal requirement.
- Information relating to a child's two-year progress check will be shared with health professionals in accordance with the applicable statutory requirements and data protection legislation.
- Records will be retained and securely destroyed in accordance with our records retention requirements and applicable legislation. Safeguarding, accident, incident and medication records will be retained for the appropriate statutory or organisational retention period.

Data Protection and UK GDPR

Summertime Nursery complies with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and guidance issued by the Information Commissioner's Office (ICO).

We will:

- collect and process personal information lawfully and fairly;
- only collect information that is necessary and relevant;
- keep information accurate and up to date;
- keep personal information secure;
- restrict access to authorised individuals;
- retain information only for as long as necessary or legally required; and
- securely dispose of information when it is no longer required.

Parents and carers have rights under data protection legislation, including, where applicable, the right to request access to personal information held about themselves or their child. Requests should be made to the Nursery Manager.

If a parent or carer has concerns about how their personal information is being handled, they should contact the Nursery Manager in the first instance.

Website and Email

Policies and registration forms may be downloaded from our website. While we take appropriate steps to protect information received electronically, no method of transmitting information over the internet is completely secure. Parents and carers should take appropriate care when sending personal or confidential information by email.

Safeguarding and Information Sharing

Confidentiality will never prevent us from taking action to protect a child.

Where there are concerns that a child may be at risk of harm, it may be necessary to share information without parental consent. In these circumstances, information will be shared promptly with the Designated Safeguarding Lead (DSL), appropriate safeguarding professionals or other relevant agencies, in accordance with safeguarding procedures and the law.

Information shared for safeguarding purposes will be:

- necessary and proportionate;
- relevant and accurate;
- shared securely;
- limited to those who need to know; and
- recorded appropriately.

We have regard to current government guidance on information sharing and safeguarding children, including the relevant Department for Education guidance.

Catherine White
Manager
September 2026