



## **Data Protection and Confidentiality**

**February 2025**

*This policy is used in conjunction with YMCA Trinity Groups Data Protection policy and Subject Data Access Request policy.*

At YMCA Childcare we recognise that we hold sensitive and confidential information about children and their families and the staff we employ. This information is used to meet children's needs, for registers, invoices and emergency contacts. We store all records in a locked cabinet, on the office computers, setting laptops and tablets, with files that are 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 YMCA Childcare's Privacy Notice to ensure compliance under General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR) and Data Protection Act (2018)

### **Legal requirements**

- We follow the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) 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 General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR), Data Protection Act 2018 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 filing cabinet or on the office computers, laptops or tablets, with files that are password protected
- Online Learning journeys are on a secure network (iconnect). Parent Zone is the responsibility of parents and carers to ensure that their login details are appropriately stored and used. If parents or carers require a change to their login details they must speak to a senior member of staff who will be able to change these for them.
- Ensuring staff, student and volunteer inductions include an awareness of the importance of the need to protect the privacy of the children in their care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality. This





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includes ensuring information about the child and family is not shared outside of the setting other than with relevant professionals who need to know that information. If staff breach any confidentiality provisions, this may result in disciplinary action and, in serious cases, dismissal. Students on placement in the setting 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 setting 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 childcare 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 setting, which is to the safety and well-being of the child.

### **General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR) compliance**

To meet our requirements under GDPR we will also undertake the following:

1. We will ensure our terms & conditions, privacy and consent notices are easily accessed/made available in accurate and easy to understand language





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2. We will use your data for purposeful reasons and only contact you if needs be. We will not share or use your data for other purposes.
3. Everyone in our setting 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 or on the office computer on a secure server.
- Individual staff may request to see their own personal file at any time.

### Information Commissioners Office (ICO)

YMCA Trinity Group is registered with the ICO and a certificate is displayed on each site.

<b>This policy was reviewed on:</b>	<b>Reviewed by:</b>	<b>Date for next review:</b>
20.02.2025	K. Streater	19.02.2026
<b>Signed on behalf of YMCA Trinity Group:</b>	A.Spence	

