



St. Elizabeth's Nursery

Privacy Policy

This policy represents the agreed principles for confidentiality throughout the setting. All the nursery staff agrees to this policy. It complies with all the requirements set out in the Data Protection Act and in accordance with our Child Protection Policy.

Through our work with the children and their families we will be in contact with confidential information. We will respect confidentiality in the following ways:

- Parents have ready access to all files and records kept on their own child but will not have access to information about any other child.
- Issues to do with the employment of staff whether paid or unpaid will remain confidential to the people directly involved with making personnel decisions.
- **Staff will not discuss any individual child with people other than the parent/carers of the child except for the purposes of curriculum planning.**
- The use of photographs and all names of children, their families, staff members and the setting must comply with the Data Protection Act.
- Parent/carer's permission must be obtained to take photographs of their child.
- Any concerns or evidence relating to a child's welfare will be kept in a confidential file and will not be shared within the group except with the child's key person and the manager.
- All information given by parent/carers to the manager will not be shared with any other professionals without permission except if there are concerns relating to child protection issues.
- All personal information is kept in a secure area of the setting.
- Students and volunteers observing in our setting will be advised of our confidentiality policy and will be required to respect it.

Policy dated June 2025