

## **CONFIDENTIALITY & DATA PROTECTION POLICY**

Information and personal data received by Footprints is kept secure and confidential. In order to maintain our parents/service users confidence in our professional approach to this information we will ensure that the following procedures are followed.

- Parents\*/ service users can see details kept about them and/or their child at any time. Personal data will be held only as long as is necessary and lawful.
- Information or personal data received will only be processed with permission of the parent\*/ service user and the manager, except in matters safeguarding.
- Information will only be shared with 3<sup>rd</sup> parties (Schools, Professionals etc) with prior consent from the parent\*/ service user except in matters of safeguarding.
- Parents\*/ service users will not be given access to the information kept on other children and their families.
- Feedback on a child's progress will only be given directly to the parents\* unless they state a third party can be involved.
- Information of a particularly confidential or sensitive nature will be kept in a separate file and will only be available to a limited number of authorised staff.
- Staff, students and visitors to the setting will be made aware of the importance of confidentiality of information and their responsibility within the setting.
- Information about individual members of staff will only be given out to authorised people.
- Footprints is registered with the Information Commissioner's Office under registration reference: ZA005648

\*Some parents may not have equal legal authority for their children. We will correspond with the legal guardian we have an agreement with and in some cases will require dual parental consent while protecting personal data.

**Reviewed by:** Trustees 19/09/17, Managers Sep 2017      **Next review:** Trustees 2020, Managers 2018