

**Confidentiality and Data Protection Policy.**

Information on children and families that I work with will be kept secure and treated in confidence.

Information about a child will usually only be shared with people other than parents if the parents give their permission to do so. However, there may be circumstances when the parent’s permission is not appropriate or able to be sought, as would be the case if the child required urgent medical attention or if there appeared to be a safeguarding issue.

Written details will be kept confidential and records are kept secure.

Ofsted may ask to see my records at any time.

Parents have the right to inspect all records about their child at any time, except in exceptional cases where data protection laws stipulate that it is against the best interests of the child to do so.

I will ensure that I adhere to the eight principles of good practice under the **Data Protection Act 2018.**

Anyone processing personal information must comply with eight enforceable principles of good information handling practice.

These say that data must be:

* fairly and lawfully processed
* processed for limited purposes
* Adequate, relevant and not excessive
* Accurate and up to date
* Not kept longer than necessary
* Processed in accordance with the individual’s rights
* Secure
* Not transferred to countries outside European Economic area unless country has adequate protection for the individual

I will ensure that I keep all medication, accident and relevant records for 21 years 3 months as required by law.

As a parent please ensure that confidentiality works both ways and respect my private family life.