

Confidentiality Policy

Confidentiality involves protecting personal information held about an individual. Personal information has been defined as consisting of 'those facts, communications or opinions which relate to an individual' which would be reasonable for him/ her to regard as intimate or sensitive and therefore want to withhold or at least resist their collection, use or circulation. (Wacks 1989:26)

The purpose of data protection legislation is to ensure that personal data is not processed without the knowledge and (except in certain cases) the consent of the data subject:

- The nursery will comply with the Data Protection Act.
- Parents often divulge personal information to staff and it is **kidsunlimited's** policy that this information must be held in confidence. However the member of staff must inform the parent this information will be shared with the nursery manager.
- If a parent involves a member of staff in discussions about any aspect of nursery operations they must inform their manager immediately.
- Parents are required to supply personal information as part of their contract with **kidsunlimited**. This information is held at **kidsunlimited's** central office and at the child's nursery. Managers will disseminate any information required to facilitate care for the individual child.
- Information such as emergency contact numbers are kept with the register in the room the child is based and information about any specific dietary needs that could have serious medical implications are made clear to all staff.
- Parents have access to information about their child but not to information about or personal details of any other child.
- Any potentially sensitive information relating to the child's personal safety should only be shared by those directly involved in the child's care within **kidsunlimited** .
- In some circumstances it is not appropriate to promise absolute assurance of confidentiality to those who disclose or talk about personal problems.
- Parents sign to confirm they have read **kidsunlimited's** Child protection statement. It is to be made clear from the outset where permission is not sought before such onward disclosure e.g. extreme child protection cases.
- Staff who unwittingly or deliberately break the confidence of a parent will be subject to **kidsunlimited's** formal disciplinary procedures.

Also refer to confidentiality and working standards in the Contract of Employment, **kidsunlimited** Employee handbook and Whistle-blowing policy which can be found in the **kidsunlimited** HR Handbook.