**CONFIDENTIALITY/GDPR POLICY**

The nursery’s work with children and families will sometimes bring us into contact with confidential information.

To ensure that all those using and working in the nursery can do so with confidence, we will respect confidentiality in the following ways:

1. Parents will have ready access to the records of their own children but will not have access to information about any other child. These records are held on our on-line system.
2. At the setting, confidential information about children will be kept in a locked cupboard outside nursery hours.
3. Information given by parents/carers to any member of staff may be shared with the rest of the permanent staff team, but will not be passed on to anyone outside the nursery or parents/casual helpers/students working in the nursery.
4. Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
5. Students on recognised courses observing in the nursery will be advised of our confidentiality policy and required to respect it.
6. We have registered with the Information Commissioners Office as a data controller
7. All staff and students on recognised courses observing in the nursery should not disclose any information relating to JVNS on Facebook or any other social network sites.
8. The nursery staff will not publish any photographs of any child on any social networking sites or share with any other person without your permission.

All the undertakings above are subject to the paramount commitment of the nursery which is to the safety and well-being of the child, and to our obligations under the 1989 Children Act.

*This policy was adopted at a meeting of the nursery school held on*

*(date) ……………………….*

*Signed on behalf of the nursery school……………………..*

*Understood and accepted by:*