



# Waltham Pre-School

## Confidentiality Agreement (Staff)

The Pre-School's work with children will sometimes bring us into contact with Confidential Information.

- Parents will have ready access to the online learning journeys of their own children but will not have access to information about any other child.
- Information regarding all children stored on the computer will be kept strictly confidential.
- Staff will not discuss individual children, other than for purposes of curriculum planning/group management, with people other than parents/carers of that child.
- Information given by parents/carers to the pre-school practitioner will not be passed onto other adults without permission.
- Issues to do with the employment of staff, whether paid or unpaid will remain confidential to the proprietors of the Pre-School.
- Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the pre-school practitioners.
- Students on placement in the pre-school will be advised of our Confidentiality policy and required to respect it.
- Staff are required to sign a Data Protection Disclaimer
- Staff are advised not to have parents on any social media sites.
- Staff must keep their phones in the staff room on silent.
- Practitioners will complete progress checks from the age of 2-21/2 years and share the summary with Parents.
- Practitioners will seek parents/carers consent to share information directly with other relevant professionals.

The above supports the commitment of the Pre-School to the safety, and well-being of all our children.

### My Responsibilities under The Data Protection Act 2018

The Data Protection Act 2018 establishes strict rules called "Data Protection Principles."

I agree to ensure that all Information is:

- Used fairly, lawfully, and transparently.
- Used for specified, explicit purposes.
- Used in a way that is adequate, relevant, and limited to only what is necessary.
- Accurate and where necessary, kept up to date.
- Kept for no longer than is necessary.
- Handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage.

Name:

Signature:

Date:

