

Confidentiality & GDPR Policy



Willows Day Care Brecon follows guidelines set by the Information Commission Office (ICO) regarding data protection for our families and employees. We will only keep data that is needed and relevant for the child or member of staff to attend the setting. Willows day Care Brecon employees are also expected to adhere to a strict code of conduct regarding confidentiality.

To ensure that all who use and work in the group can do so with confidence, confidentiality will be respected in the following ways:

- Parent(s) will have access to any files and records of their own children but will not have access to information about any other children.
- All confidential information, relating to both children and staff will be stored in a lockable filing cabinet in line with the Data Protection Act 2018.
- Staff should not discuss individual children, other than for purposes of curriculum planning/group management with anyone other than the parent(s)/carer of that child.
- Information given by parent(s)/member of staff should not be passed to other adults without permission.
- In cases relating to child protection investigation/records. These should be kept in a confidential file and should not be shared within the group except with the senior staff. The Wales Safeguarding procedures will be followed in such cases.
- The safety and well-being of the child will be of paramount importance.

We collect, store and use the following personal data about your child:

- Name, date of birth and home address
- Dietary requirements including allergies
- Attendance information
- Photographs and videos
- Emergency contact/procedure details
- Parent's consent forms
- Individual learning profiles
- Accidents and incidents forms
- Observations and assessment records

We may also collect, store and use the following "special categories" data:

- Race and ethnicity
- Sibling's names
- Medical conditions
- Child protection information

We will only use your personal information:

- Where we need to comply with a legal obligation
- To safeguard your child
- To inform planning for your child's individual needs

We will share your personal information with the following third parties (with your consent):

- Foundation Phase Team – for funding reasons

- Care Inspectorate for Wales – for the safeguarding and well-being of children
- Health Visitor / Doctor
- Schools – for transition reasons
- Social Services/Police (without consent) where child protection is necessary

Storage and Retention

- Any information collected about your child is kept confidential and records are kept secure
- Anything that is saved digitally e.g. photographs, are saved in encrypted files on a password protected iPad/Laptop
- Safeguarding and welfare information about your child including attendance will be held until your child is 21 years and 3 months
- Photographs are deleted when your child leaves the setting
- Any learning and development information will be handed over to you when your child leaves the setting
- Any other paperwork and photographs will be shredded, and digital media erased when your child leaves the setting

Your rights

Under certain circumstances, by law, you have the right to do the following by contacting the Leader in writing:

- Request access to your child's file
- Request correction
- Request erasure
- Object to processing
- Request the restriction of processing
- Request the transfer
- Withdraw your consent

What to do if a data breach has happened

If we feel there may have been a data breach, we will notify the ICO within 72 hours. Once we have investigated what the breach was, we will then take action and notify those who have been at risk of the breach, and make changes to policies, staff training etc. We will retrain our staff on data protection and what must be followed to keep records safe. We will also follow the checklist given by the ICO: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/personal-data-breaches/> We will keep a record of all data breaches.

In the event of a safeguarding concern, then our child protection policy may override the code of conduct, data protection and information sharing policies.

Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time. You will be notified of any changes. It will be reviewed annually in line with our other policies and procedures.