



Strawberry Hill Pre-School

Confidentiality and Client Access to Records Policy

Definition: 'Confidential information is information of some sensitivity, which is not already lawfully in the public domain or readily available from another public source, and which has been shared in a relationship where the person giving the information understood it would not be shared with others' (information sharing guide)

In our nursery we respect each family and have a 'confidential relationship' with all families. We hope that all parents can share their information in the confidence that it will only be used to enhance the service and welfare of their child. We have record keeping systems in place that meet legal requirements and the Data Protection Act in terms of storing and sharing information.

We follow the rules below to ensure we meet our obligations to all families.

Our 'Seven Golden Rules' taken from the DSCF sharing information document:

1. The Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
2. We are open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could, be shared and seek their agreement, unless it is unsafe or inappropriate to do so.
3. We seek advice if you are in any doubt, without disclosing the identity of the person where possible.
4. We share with consent where appropriate and, where possible, respect the wishes of those who do not consent to sharing confidential information. We may still share information without consent if, in our judgement, that lack of consent can be overridden in the public interest. We will base our judgement on the facts of the case.
5. We consider the safety and well-being. We base our information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by the actions.
6. Necessary, proportionate, relevant, accurate, timely and secure:

We ensure that the information we share is necessary for the purpose for which we are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.

7. We keep a record of our decision and the reasons for it – whether it is to share information or not. If we decide to share, then we will record what we have shared, with whom and for what purpose.

The 'Seven Golden Rules' help support us make a decision and be more confident that information is being shared legally and professionally.

If we are 'not sure' we would seek legal advice from a professional body

Client access to records procedure:

Parents may request access to any confidential information records held on their child and family by asking the Management to view the information.

Policy written on 19 November 2010 by Lisa Neagle

Reviewed on 8.9.11, 8.9.12, 8.9.13, 10.9.14

Next review date 9 September 2015

All staff members to sign this policy to show that they have read, understood and agree with it.

Staff Name _____ Staff Signature _____

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