

## Privacy Notice - CONFIDENTIALITY

To ensure all who use and work in Ysgol Llandrillo Yn Rhos Daycare can do so with confidence, confidentiality will be respected, we will adhere to the GDPR and follow the six data protection principles in the following ways:

- We have a lawful basis for processing data as a legal obligation in line with CIW minimum standards, we have written consent from parents and staff on registration forms and employment contracts, we have a legal obligation to hold personal data on the children in our care for vital interests such as emergency contact details and medical allergies/conditions, we will process these details lawfully, fairly and in a transparent manner in relation to individuals
- We will ensure these details are only used for the purposes of caring for the child, staff employment and they will not be used by any other party without the persons expressed consent
- We will collect information that is relevant
- We will ensure to the best of our ability that the information we hold is accurate and kept up to date
- We will not keep personal information for longer that is necessary, old registration forms will be shredded when the child leaves the provision, we will follow statutory regulations regarding the period of storing information for example: Company Law, CIW, Charity Law and Local Authority
- Any personal details will be kept in a locked filing cabinet, any e mails sent will be encrypted if they contain any personal data
- We will use the e mail address provided in the registration form to contact parents and send the day care newsletter by e mail
- Any person will have a right to access the personal data we hold on them by making a SAR for free and will receive a response within 1 month
- Any breach of data once identified shall be reported by the day care registered person within 72 hours
- Any person can request to have their data deleted, we will keep as small as possible details that include logging the person request
- parents/carers will have ready access to any files and records of their own children but will not have access to information about any other children
- issues to do with the employment of staff, volunteers and

students, whether paid or unpaid, should remain confidential to the people directly involved with making personnel decisions

- staff, volunteers and students will have ready access to their own files and records, but will not have access to information about any other staff
- staff, volunteers and students should not discuss concerns about individual staff members with anyone other than the person in charge/manager and or chairperson/registered person
- staff, volunteers and students will be advised of the confidentiality policy and required to adhere to it
- where possible information should not be carried from place to place, however where this is necessary this should be undertaken with due care and consideration
- access to confidential information will be restricted and the provision will arrange to share information with parents about their child in private

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Please sign below to accept that you have read the new privacy policy and that you consent to your e mail details been used by only us to contact you and to send you the day care newsletter

Signed \_\_\_\_\_ Date \_\_\_\_\_