



# Clyro C.I.W. Primary School

Many hands build a house, many hearts build a school.



## Confidentiality & GDPR Policy and Privacy Notice

NMS Regulation Standard 6 & 10

The setting works with children and families will sometimes bring them into contact with confidential information. All staff/volunteers/students will read and sign the confidentiality policy on induction to the setting.

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)/Carer 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)/carer /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.
- Issues to do with the employment of staff, whether paid or unpaid, should remain confidential to the people directly involved with making personnel decisions.
- The safety and well-being of the child will be of paramount importance.

### GDPR

Setting's Name: Clyro Pre School

CIW registration number: TBC      ICO membership number: TBC

It is important that parents read and understand this privacy notice so that you are aware of how and why we are using specific information about your child and what your rights are under the data protection legislation.

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 Form
- Individual Learning Profiles
- Accidents and Incidents
- Observations and Assessment Records

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

- Race and Ethnicity
- Siblings 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 Learning 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 25 years old.
- 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

### Complaints

If you need to make a complaint, you can:

- Contact CIW: [enquiries@CIW.gov.uk](mailto:enquiries@CIW.gov.uk)
- Contact the setting Leader: Rowan Kennedy-Brown  
E-mail: [office@dlyro.powys.sch.uk](mailto:office@dlyro.powys.sch.uk)
- Contact ICO: <https://ico.org.uk/fororganisations/report-a-breach/>

### 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.

If you have any questions regarding this privacy notice, please contact:

Clyro Pre School 01497 820 860

This policy was adopted on	Date: Dec 24
To be reviewed:	Date: Dec 25