

## Stower Vale Pre-School

### CONFIDENTIALITY POLICY

It is a legal requirement on the Pre-School to hold information about the children who attend the Pre-school and the staff during their time at the setting and after they leave, please see our Privacy Notice for more information. Other data that we collect, retention periods and Authority guidance are as follows:-

- Accident/medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH) 1999 – retained for 40 years from the date of last entry (RIDDOR 1995)
- Accident books/accident records – retained for 3 years after date of last entry (COSHH Regulations 1999)
- Assessments under Health and Safety Regulations and records of consultations with safety representatives and committees – retained permanently (Chartered Institute of Personnel)
- Complaints record book – retained for 10 years from the date of last record (Guidance to National Standards)
- Insurance liability documents – retained 40 years from date of expiry (The Employers' Liability Regulations 1998)
- Committee Meeting Minutes – retained at least for the existence of the Charity (Charity Commission)
- Accounting records – retained for 6 years (Charities Act 1993)
- Child Accident records – retained for 21 years and 3 months (Limitation Act 1980/The Statute of Limitations (Amendment) Act 1991)
- Child daily registers – retained for 3 years and current term (Local Provider Agreement)
- Child medication records – retained for 21 years and 3 months (Limitation Act 1980/The Statute of Limitations (Amendment) Act 1991)
- Application forms and interview notes (for unsuccessful candidates) – retained for 1 year (Chartered Institute of Personnel)
- DBS Check – retained for 6 months after date of recruitment decision taken (Criminal Record Bureau – Code of Practice)
- Staff Statutory Maternity Pay records – retained for 3 years after end of the tax year (Statutory Maternity Pay (General) Regulations 1986)
- Staff Statutory Sick Pay records – retained for 3 years after end of the tax year (The Statutory Sick Pay (General) Regulations 1982)
- Staff redundancy details – retained for 6 years from date of redundancy (Chartered Institute of Personnel)
- Funding Parental Agreement Forms – retained for 3 years + current term (Local Provider Agreement)

All current/retained data, staff and child information are kept in a locked filing cabinet. Children's names and parent emails which are used for invoicing are held on a Microsoft Excel Workbook which is saved on a secure stand-alone PC server with no connection to the internet.

Staff details are held in a software system from Moneysoft called Payroll Manager. This is also run on a secure stand-alone PC server with no internet connection.

The staff through their close relationship with both the children and their parents may learn more about the families using the pre-school. All staff are aware that this information is confidential and only for use within the pre-school setting. If any of this information is requested for whatever reason, the parent's permission will always be sought.

If, however, a child is considered at risk our Safeguarding Children Policy will override confidentiality if it is believed that sharing information will be of benefit to the child, especially if it is felt that the child may be at risk of significant harm.

All student placements and Committee Members will be asked to sign to say they are aware of our Confidentiality Policy.

If parents/carers wish to talk to a Staff Member or Committee Member in private we would try to accommodate this within the building, either in the kitchen or the lobby. We can also make arrangements to meet after sessions or request to use a room in the school.

Agreed by.....

Authorised signatory.....

Date.....

Date of review: one year