

University of Warwick Nursery

CONFIDENTIALITY POLICY

The University of Warwick recognises the individuals' right to privacy and confidentiality in all matters. The Nursery strongly supports the University's policy on confidentiality and adherence to the Data Protection Act (1998).

From time to time we, as professionals, must handle information about parents and children which is confidential in its nature and must be treated with the utmost respect.

This policy sets out our commitment to maintaining the confidentiality of the families, staff, students and Volunteers using or working in the nursery and our procedures for ensuring their confidence.

We will protect the right of Parents/carers, staff and children to have all personal information about them treated in confidence by:

- Ensuring that all personal information on children, their families and members of nursery staff is stored in secure, electronic files, which are password protected.
- That passwords for all electronic files meet the university requirements for security, i.e. include letters, numbers, some capitalised and symbols.
- Password will not be shared with third parties.
- Children's data will be stored on the Connect Childcare system. Staff data must only be kept on the SuccessFactors system, maintained by the university.
- Ensuring that there is provision within the Nursery for parents/carers to discuss issues concerning their child in private and in confidence.
- Ensuring that details about a child will not be given to a third party without that child's parent/carers prior consent.
- Ensuring that only those authorised to do so will have access to staff files and children's files;
- By offering staff the opportunity on a regular basis to speak openly and candidly, in confidence, about their working condition, workload, personal or professional concerns.

Children's developmental records should always be accessible to parents through the ParentZone App, connected to the Connect Childcare system. This is password protected with parents own passwords of their choosing.

Note: Where it is felt that the wellbeing or safety of a child is at risk the Nursery staff reserve the right to act in a way that they feel is in the child's best interest, this includes breaching the child's or parent/carer's right to confidentiality.