

University of Warwick Holiday Scheme

CONFIDENTIALITY AND DATA PROTECTION POLICY

Purpose	To ensure personal and confidential information relating to children, parents/carers and staff is handled lawfully, securely and respectfully, while allowing relevant information to be shared where necessary to safeguard a child.
Review Frequency	Annually or if an incident occurs the policy must be reviewed immediately
Date approved	September 2026
Date of next review	September 2027

The named staff members (at least 2) responsible for the upkeep of the policy are:

Jo Warren, Nursery manager

Rachael Snell, Holiday Scheme Coordinator

Policy Statement

The Holiday Scheme respects the privacy of children, families and staff. Personal information will be handled in accordance with the University of Warwick's current data protection and information-security requirements, the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Information Handling

Personal information will only be collected, accessed and used where necessary for Holiday Scheme purposes.

Electronic records will be held on University-approved systems and protected by appropriate access controls.

Access to records will be limited to authorised people who need the information for their role.

Personal information must not be discussed where it can be overheard by people who do not need to know it.

Paper records containing personal information will be stored securely and disposed of confidentially in accordance with University requirements.

Information Sharing and Safeguarding

Confidentiality does not prevent appropriate information sharing where a child may be at risk of harm. Information will be shared on a need-to-know basis with the Designated Safeguarding

Lead and, where appropriate, relevant agencies or professionals. Staff must not promise absolute confidentiality where safeguarding concerns are raised.

Photographs, Images and Devices

Photographs, recordings and personal devices must be managed in accordance with the Holiday Scheme Mobile Phone, E-Safety and safeguarding procedures. Children must not be photographed or recorded using personal devices.

Data Breaches

Any loss, accidental disclosure, unauthorised access or suspected personal-data breach must be reported promptly through the University's current data-breach reporting arrangements and to the Holiday Scheme Coordinator.