

Confidentiality

Any information regarding your child or your family, given to me either verbally or in writing, will be treated as confidential.

Parents will have access to their own child's EYFS developmental files but not to others. All documentation relating to your child is stored in a locked cabinet and not accessible by any other party.

Confidential information may be divulged when it is felt it is in the interest of safeguarding the child and advice may be required from appropriate professionals. Please see my Safeguarding Policy.

You will also find out confidential information about me and my family during the course of my working relationship and I would be grateful if you too would respect my family's confidentiality.

All data collected will be held for the appropriate time according to Department of Education, Ofsted, Suffolk Childcare Agency, GDPR and HMRC regulations.

Please see separate GDPR Information policy.