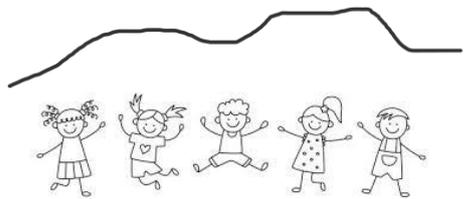




3@Cradoc Confidentiality & GDPR Policy and Privacy Notice.



Confidentiality.

As setting works with children and families and this will bring them into contact with confidential information. To ensure that all who use and work in the setting can do so with confidence, confidentiality will be respected in the following ways :-

*Parents/Carer will have access to any files and records of their own children but will not have access to information about other children. Records about an individual child can be shared with parents/carers, except where this would place the child's welfare at risk.

*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 the purposes of curriculum planning/group management with anyone other than the parent/carers of that child.

*Information given to parents/carers/member of staff should not be passed to other adults without permission.

*In cases relating to Child Protection investigations/records. These should be kept in a confidential file and should not be shared with the group except with senior staff. The Wales Safeguarding procedure 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 personal decisions.

*The safety and well-being of the children will be of paramount importance.

*It is vital to respect confidentiality if you are to gain and keep the respect of the adults and parents using the setting. It is important to recognise the dangers of telling others what has been communicated with us in confidence. A betrayal of confidence may have serious repercussions for more than one person.

GDPR.

Setting Name	3@Cradoc
CIW Registration number	W110000080
ICO member number	ZA563076

It is important that parents can read and understand this privacy notice so that they 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 forms.

- * 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.
- * Sibling names.
- * Medical conditions.
- * Child protection information.

-We will only use your personal information:

- * Where we need to comply with 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 Phase Team, this is for the purpose of funding.
- * Care Inspectorate for Wales (CIW), this is for the safeguarding and well-being of children.
- * Health visitor and/or doctor.
- * Schools, for transition purposes.
- * Social Services / Police where child protection is necessary. In these circumstances this will be done without consent for the safety and well-being of your child.

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 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 school.
- Any learning and development information will be handed over to you when your child leaves the school.
- Any other paperwork and photographs will be shredded, and digital media erased when your child leaves the school.

Your rights.

Under certain circumstances, by law, you have the right to do the following by contacting the setting 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:

Responsible individual	Mrs Sarah Court Email – head@golwgpenyfan.powys.sch.uk Miss Beth Roberts Email- robertsb159@golwgpenyfan.powys.sch.uk
Setting Leader	Ruth Davies

	Email-DaviesT500@golwgpenyfan.powys.sch.uk
CIW	Get in touch Care Inspectorate Wales
ICO	Make a complaint ICO

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 inline with our Policies and Procedures process.

If you have any questions regarding this notice, please contact the setting leader.

First issue – Confidentiality 2009 GDPR 2022 Joint Policy Sept 2024	Latest review date – Jan 2025	Next review date – June 2025	Reviewed annually.
Reviewed by – Setting staff Ruth Davies Governors	Previous reviewed- 10.2011/10.13/10.15/10.17/11/2017 As confidentiality policy		