

Blackhall Nursery

Confidentiality Guidelines - for Board of Directors and Parent and Carer Committee

Introduction

The Nursery is committed to a genuine and meaningful partnership with the parents/carers of children in their care. The Nursery operates in a spirit of openness in partnership with parents. However, the Nursery recognises that there exist certain circumstances when confidentiality is important (i) for the safety and wellbeing of the children and their families, and (ii) in the interests of employees' privacy. In particular it recognises its obligation to implement and monitor a confidentiality policy.

In addition to these Guidelines, the Nursery has adopted a separate and more detailed **Confidentiality and Data Protection Policy**, a copy of which is available on the Nursery Website here: <https://www.blackhallnursery.co.uk/governance>, and the terms of which are brought to the attention of all members of the Board of Directors and the Parent and Carer Committee.

The Confidentiality and Data Protection Policy and these Guidelines also recognise the obligation of all parties who are involved in the running of the Nursery to establish and maintain the trust and confidence of all those who attend the Nursery, and their families.

Aims

Blackhall Nursery is committed to ensuring that personal data will be handled in line with the General Data Protection Regulation (GDPR) 2018 which came into effect on 25th May 2018.

The aim of this guideline is to ensure that everyone who handles personal data is fully aware of the requirements. **Personal data is defined as information that relates to an identified individual or identifiable individual.**

Managing Personal Data

All personal data must be treated **confidentially** and must uphold the rights of all individuals involved in the service – children, parents/carers, staff, students and volunteers (including the Parent and Carer Committee and Board of Directors), in line with the Nursery's Privacy Policy for Parents.

In addition, the information collected must comply with GDPR principles. Personal information must be:

- processed fairly and lawfully and in a transparent manner;
- collected for specified, explicit and legitimate purposes;
- adequate, relevant and limited to what is necessary;
- accurate and where necessary kept up to date;
- kept for no longer than is necessary;
- processed in a manner that ensures appropriate security.

Information may be collected through forms, questionnaires, in person, by phone or by email.

People who handle personal information in Blackhall Nursery are:

- Staff
- Board members, who may handle the email and contact details of other Board members
- Parent and Carer Committee members, who may handle the email and contact details of other committee / board members *and of parents where that information has been shared by the parents themselves*. Parent and Carer Committee members may handle personal information relating to parents and children in connection with social and fundraising events, e.g. details of ticket sales, monies collected, attendance at events etc. **This information must be held confidentially and kept only for as long as necessary. It must be deleted (if held electronically) or shredded (if in writing) as soon as it is no longer needed.** The Nursery's shredder can be used for this.

Blackhall Nursery Parent and Carer Committee members must communicate with other parents through the Blackhall Nursery email address or Parents' WhatsApp group except where personal, individual arrangements are made between parents.

Practice Regarding Children

Parent and Carer Committee members, the Board of Directors, staff and volunteers must not discuss publicly matters which relate to children or their families.

Photographs

Separate photographic consents must be obtained for any activities (e.g. fundraising events) which take place outside normal Nursery hours and must take account of the Nursery's **Privacy Policy for Parents**, which can be found on the Nursery's website at <https://www.blackhallnursery.co.uk/governance> . Parents can withdraw consent at any time on request.

Rights

Parents have the right to access any personal information that Blackhall Nursery processes about them or their child and to request information about that information.

Parents have the right to request the deletion of personal data or to restrict processing in accordance with General Data Protection Regulation, as well as to object to any direct marketing.

Sharing and disclosing personal information

We do not share or disclose any personal information without consent, other than for the purposes specified in the Confidentiality and Data Protection Policy or where there is a legal requirement.

In order to comply with this guidance, Board Members and Parent and Carer Committee Members should delete all unnecessary personal information and records which contain personal information immediately after their role ends.

Adopted on 22 January 2025

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