



Maeda Gakuen

Confidentiality and Access to Records

Policy statement

Definition: 'Confidential information is information that is not normally in the public domain or readily available from another source, it should have a degree of sensitivity and value and be subject to a duty of confidence. A duty of confidence arises when one person provides information to another in circumstances where it is reasonable to expect that the information will be held in confidence.'

In our setting, staff and managers have a 'confidential relationship' with families. It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education. We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act and the Human Rights Act.

Confidentiality procedures

- ♣ We understand that information parents share with us is often of a confidential nature.
- ♣ Some parents share information about themselves with other parents as well as staff; the setting cannot be held responsible if information is shared beyond those parents whom the person has 'confided' in.
- ♣ Information shared between parents in a discussion or training group is usually bound by a shared agreement that the information is confidential to the group and not discussed outside of it.
- ♣ We inform parents when we need to record confidential information beyond the general personal information we keep (see our record keeping procedures) - for example with regard to any injuries, concerns or changes in relation to the child or the family, any discussions with parents on sensitive matters, any records we are obliged to keep regarding action taken in respect of child protection and any contact and correspondence with external agencies in relation to their child.
- ♣ We keep all records securely in a locked information area in the manager's office.
- ♣ Maeda Gakuen Yochien ensures that there is an area where staff may talk to parents or carers confidentially and parents are always offered this confidential space.

Third Party Access to Confidential Information

♣ Maeda Gakuen Yochien uses a number of Third Party companies in an administrative capacity HR management, Accounts Management services and IT management. In all cases, these parties are not able to access any confidential information without the express authorisation of a member of management from Maeda Gakuen. Any internal access to these systems is done only by inducted members of staff, who may access only information for which they are authorised. In all cases, internal access to these systems is securely password protected.

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