**Confidentiality and Data Protection Policy (Sept 2025)**

**Policy Statement:** At Little Acorns preschool, we prioritise confidentiality, privacy, and data protection. This policy complies with the revised Early Years Foundation Stage (Sept 2025) and current GDPR.

**Confidentiality:**

* All personal information provided by parents and children is treated with strict confidentiality, upholding individuals' right to privacy.
* All staff fully understand confidentiality obligations.
* Confidential information includes personal data, medical records, developmental observations, and other sensitive details.

**Storage and Access to Information:**

* Paper records are securely stored in locked cabinets accessible only by authorised staff.
* Electronic data is protected with robust passwords to prevent unauthorised access or breaches.
* Staff members only have access to personal information necessary for their role.

**Sharing of Information:**

* Personal data is shared solely on a "need-to-know" basis, always with explicit consent from parents/legal guardians.
* Data sharing with external professionals (e.g., healthcare or educational specialists) occurs only when necessary, appropriate, and with explicit parental consent.
* Written consent is obtained from parents for any photographic, video, or other media usage.

**Data Protection:**

* Data processing adheres strictly to GDPR guidelines, ensuring data accuracy, relevance, and timely updates to meet childcare and legal requirements.
* Parents are informed of data collection purposes, lawful processing bases, and their rights under GDPR, including rights to access, correct, or request deletion of data.

**Data Breach:**

* Suspected or actual data breaches will trigger immediate internal investigation and prompt mitigation actions.
* Affected individuals and relevant data protection authorities are notified immediately as mandated by GDPR.

**Retention and Disposal of Data:**

* Data retention aligns with GDPR principles, maintaining information only for as long as necessary for childcare provision and statutory requirements.
* Secure disposal methods (shredding physical documents or permanent deletion of electronic files) are rigorously employed when data is no longer required.

**Staff Training and Awareness:**

* Staff receive GDPR and confidentiality training, clear understanding responsibilities and required practices.
* All staff sign confidentiality agreements.

**Review and Monitoring:**

* The policy undergoes annual reviews to maintain alignment with EYFS and GDPR updates.

**Alignment with EYFS 2025 and GDPR:**

* This policy fully integrates EYFS 2025 revisions, emphasizing safeguarding personal data, transparency in data handling, rigorous confidentiality standards, and comprehensive GDPR compliance.

Signed: Chairperson  
Date: September 2025