

## Safeguarding

Confidentiality & General Data Protection Regulations 2018(GDPR) Policy  
(including Freedom of Information and the transporting of documents)

## Statutory Framework for the Early Years Foundation Stage

### Quote Reference: 3.69

*“Providers must be aware of their responsibilities under the Data Protection Act (DPA) 1998 and where relevant the Freedom of Information Act 2000”*  
*“Confidential information and records about staff and children must be held securely”*

### **Purpose of the Policy**

The purpose of the policy is to ensure all information and records are held, stored, transported and accessed in accordance with GDPR and Freedom of Information Act.

**Please Note:** to access the services and activities provided by the Family Centre you may be required to provide information relating to the; health and wellbeing of your child and family, the learning and development of children and families, and any details of family circumstances.

We aim to:

- Keep accurate and up to date information and records for children and families.
- Meet the requirements of the Data Protection Act and Freedom of Information Act and GDPR 2018.
- Ensure confidential information and records are stored securely and are only accessed by those who have a right or professional need to do so.
- Where possible we will transport data electronically, however there will be occasions when transportation of personal sensitive data on paper is required. The transportation of sensitive data will be kept to a minimum at all times.

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- Provide details of how a family can access personal information through the Council's procedures.

### **What parents\carers should do**

- You should give the Family Centre accurate and up to date information, including whether you access another Early Years setting. You can ask us to update or correct any inaccurate information we hold about your child/family.
- You should regularly update your information for example if you move house or change your telephone number.
- You can request information we hold about you, your child or your family from a member of staff but we can only share this information if you have parental responsibility. If staff are unsure you may be asked for documentation to prove you have this responsibility.
- You can ask us not to send you promotional and marketing information.

For full details on our privacy promise and information on how you can access any information held by us please visit the website:

<https://www.barnsley.gov.uk/services/information-and-privacy/your-privacy/>

### **What the Family Centre will do**

- We only collect and store information that is necessary for what we need to do and we will tell you why we need it and how we will use it.
- Where families are supported by a Family Support Worker the information collected will be written up and stored on 'Softsmart' within 24 hours of the information being gathered. Any deviation from this timescale must be agreed by the Family Support Manager.
- We will only transport personal and sensitive information if it is absolutely necessary. If documents are transported to a meeting, appointment, group or visit we will avoid unnecessary journeys with the documentation and return it to the office following its use. A risk assessment will be completed where paper transport is necessary.

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- Personal and sensitive information will be stored and transported appropriately and not left in areas open to the public including in centres, cars or in workers homes.
- We will maintain information and records and ensure they are easily accessible and available, unless the information is exempt under the Data Protection Act.
- For children attending more than one Early Years setting, we will contact the setting to obtain and share information.
- For nursery funded children we will issue a privacy notice which details information passed to the Local Authority and Department for Education.  
For further information, please see website below:  
Schools privacy notices
- We will keep information about you secure and when no longer required we will dispose of it in line with the **Council's Disposal and Retention Policy**.
- Where we share information we will, in the majority of cases, make it clear to you that we need to do this and identify the recipient(s) unless relevant legislation overrules this, e.g. fraud, or child protection investigations. We will use the principles within the **Information Sharing Document Advice for practitioners providing safeguarding services to children, young people, parents and carers.** and **Data Sharing Checklist**
- As far as practicable we will check the accuracy of information and amend where necessary.
- Staff, volunteers and students will respect the confidentiality of any information and records they come into contact with and will only access information\records\data relevant to their current workload.
- Where a child/family is receiving support from Family Centre staff, they will be asked to sign and complete a consent form to allow the sharing of information between professionals.

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