



# Information sharing Policy

## Policy Statement

We recognise that parents/carers have a right to know that the information they share with us will be regarded as confidential, as well as to be informed about the circumstances when and the reasons why, we are obliged to share information. We adhere to General Data Protection Regulations and specify to parents/carers what information we are requesting and how it will be used.

## Safeguarding - our Legal Obligation

We are obliged to share confidential information without authorisation from the person who provided it or to whom it relates, if it is in the public interest. That is when:

- It is to prevent a crime from being committed or to intervene where one may have been, or to prevent harm to a child or adult; or
- Not sharing it could be worse than the outcome of having shared it.

The decision should never be made as an individual, but with the back-up of the management team. The three critical criteria are:

- Where there is evidence that the child is suffering or is at risk of suffering, significant harm.
- Where there is reasonable cause to believe that a child may be suffering or is at risk of suffering, significant harm.
- To prevent significant harm arising to children and young people or adults, including the prevention, detection and prosecution of serious crime.

## General Statement and Procedures explained

In order to care for your child in our setting, we are legally obliged to collect certain information about you and your child to comply with the requirements of the EYFS and to maintain accounts and records. *Other information* that we collect is not a legal requirement but will help us to do our job as your child's carers.

We will need to process information such as: name/DOB, family details, life style and social circumstances, financial details, GP contact details, inoculation details, allergy details and digital photographs. We also process sensitive classes of information that may include racial or ethnic origin, religious or other beliefs, and physical or mental health details. We have a legal requirement to collect and process some of this personal information about you and your child. **By filling in your child's Admission form and signing it, you are confirming that you are happy for us to collect and process the non-statutory information needed to best look after your child.**

All information on children and families is kept securely and treated in confidence. We are registered with the Information Commissioner's Office (ICO) and are aware of our responsibilities under General Data Protection Regulations (GDPR). In general, the confidential information we have on file will only be shared if you give permission or there appears to be a child protection issue. We will only share information about your child with you or your child's other carers, other professionals working with your child, or with the police, social services, local or central government including Ofsted. All details will be kept confidential and records are kept secure. You have a right to access any of the information that we hold on you or your child at any time.

If your child has a child-minder, or attends another setting while in our care, then we will need to be able to share appropriate information between each other. This two way flow of information will help your child to make the transition between carers. It will also keep you informed about anything you need to know that you weren't there to hear yourself. **Your permission for us to share information about your child in this way, is requested at the end of your child's Admission Form.**

When your child leaves this setting we will only store information on you or your child for as long as is necessary. Anything we don't need to keep will be deleted from our computer or shredded. Updates of your child's learning journey are sent to you every two weeks and we do not keep paper copies of this.

If you have any complaints with the way you feel we have handled any of your personal data, please speak to the Manager in the first instance so that your complaint can be resolved.

You have the right to complain to the Information Commissioners Officer (ICO) if you feel we have not resolved the complaint to your satisfaction.

**Updated: January 2025**