Confidentiality and Data Protection Policy and Procedures

We are obliged to maintain records and obtain and share information (with parents/carers, other professionals working with the child, and the police, social services as appropriate). Therefore, we have responsibilities under the Data Protection Act 1998. The Data Protection Act1998 does not guarantee personal privacy at all costs but aims to strike a balance between the rights of individuals and the at times competing interests of those with legitimate reasons for using personal information. It applies to some paper records as well as computer records.

We are obliged to:

● Be aware of responsibilities under the Data Protection Act 1998

● Only keep necessary information

● Ensure the information held is current

● Ensure the individuals concerned know the information is held and what we will do with it

● Only pass information on to someone else with the consent of the individual concerned

● Hold information securely

● Allow the appropriate authorities to see records at any time

In order to ensure confidentiality and data protection obligations are met we will:

● Delete information as soon as it is no longer required

● Limit access to computer files

● Keep paper records in a locked storage facility

● Give parents a copy of policies and procedures

● Provide parents with access to records about their child at any time

● Only share information with parental consent, unless required to by law (if, for example, there appears to be a child protection issue – please see Safeguarding)

● Maintain a record of details for the child’s parent/carer: emergency contacts, as well as

appropriate signed consent forms

● Give appropriate information to referring agencies, usually with parental permission, if a

child is identified as in need (section 17 of the Children Act 1989).

Last reviewed: 9th October 2024

Signed by: Veronika Simon