



Confidentiality Policy

The Nile Grove Community Playgroup has a Confidential Policy, which explains in what circumstances information about each child attending the nursery can be shared. That is parental permission will be sought before any information can be shared. Any information given by parents to the playgroup staff will be treated as confidential. Confidential information about the children is kept in a locked cupboard in the Greenbank Church Crypt. This information will only be viewed by the manager and if necessary by staff with the permission of the Manager. All records are held in compliance with the Data Protection Act 1998 and in accordance with the following Data Protection Principles. Everyone responsible for using data has to follow strict rules and they must make sure the information is:

- used fairly and lawfully
- used for limited, specifically stated purposes
- used in a way that is adequate, relevant and not excessive
- accurate
- kept for no longer than is absolutely necessary
- handled according to people's data protection rights
- kept safe and secure
- not transferred outside the [European Economic Area](#) without adequate protection.

All members of staff agree to respect the Playgroup's confidentiality policy and will sign a copy of this document to indicate their agreement.