Confidentiality Policy

Town Street Playgroup recognises that it holds sensitive/confidential information about children and their families and the staff. Any information shared with the staff team is done on a ‘need to know’ basis and treated in confidence. This policy will work alongside the Privacy Notice to ensure compliance under General Data Protection Regulation.

We follow the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) 2025 and accompanying regulations about the information we must hold about registered children and their families and the staff.

We follow the requirements of the General Data Protection Regulation and the Freedom of Information Act 2000 with regard to the storage of data and access to it.

The setting is registered with the Information Commissioner’s Office (ICO).

Playgroup staff, student and volunteer inductions include an awareness of the importance of confidentiality and that information about the child and family is not shared outside of the setting other than with relevant professionals who need to know that information.

Playgroup staff, students and volunteers do not share any information about children, parents, other staff members or the running of the setting on social network.

If staff breach any confidentiality provisions, this may result in disciplinary action and, in serious cases, dismissal

Parents have access to files and records of their own children but not to those of any other child, other than where relevant professionals such as the police or local authority children’s social care team decide this is not in the child’s best interest.

September 2025