

Data Protection and Confidentiality

This policy ensures that Raised In provides a safe environment where individuals are treated with the greatest respect.

The aims of the policy comply with the legislation of the Data Protection Act 2018 and associated codes of practice, namely to:

- Ensure that information given in trust to Raised In is treated with respect;
- Ensure that information is protected with clarity about how it is stored and shared;
- Ensure that the boundaries of confidentiality are clear and understood;
- Provide practical guidelines; and
- Protect people who use Raised In.

At Raised In all team members, voluntary workers, students and visitors are reminded that all information about Raised In, the children and their parents/carers is confidential. A breach of confidentiality by Raised In team members is considered gross misconduct and can lead to dismissal without notice.

Confidentiality means that details about others should only be disclosed on a need-to-know basis to the appropriate team members/agencies if required. Any details of a personal nature will only be disclosed with the consent of the person involved wherever possible.

Raised In recognises that the handling of information is necessary for the effective functioning of Raised In. Sensitive information regarding the children and their families is stored securely and confidentially.

Sharing information with other agencies

At Raised In it is paramount that we work with agencies to support team members and the children within the setting. Written permission will be gained from a parent/carer if we need to gain support from other agencies. Where we deem children are at risk, we will contact the appropriate agencies without parental consent.



Team and parent/carers contact details

Parent/carers contact details, and the contact details of any child's emergency contacts, will be held in the relevant Raised In onsite nursery office. Details will be filed in a locked cabinet, only accessible by the management team. Relevant emergency contact numbers are also saved on the nursery phone but not used outside of operating hours. Contact numbers and addresses will not be given out to anyone unless the person in question has given written consent to do so. Contact numbers will only be used when necessary.

Parent contact information is also stored on our cloud-based CRM system, eyMan. This is a secure environment and only accessible to approved members of the Raised In team.

Team contact details are stored on our cloud storage system, accessible only to a limited number of Raised In employees who are responsible for maintaining this data. This data is also stored on our HR and Payroll systems, which are password protected.

If you have any questions about data protection and GDPR at Raised In please get in contact.

Signed: Nicola Brimble, Head of Nursery

Date: 01 December 2023

Review Date: December 2024

This policy links to: Acceptable IT use policy, Parents as Partners Policy, Safeguarding & Child Protection Policy and Privacy Notice