

# **Confidentiality Policy**

At Rum Tum Tugger's Nursery all children's and staff records and any personal information held in their files are considered private and confidential.

Staff, Parents/carers may request access to their child's file at any time.

In order to maintain anonymity for children and families within the setting, and to meet the terms of our confidentiality policy, you may not be informed if there is a child attending nursery who has a communicable disease or illness.

After a period of 3 years (5 for children with SEN and 7 years for children with involvement with family solutions and social care agencies) records held on that child will be destroyed.

For staff records will be held for a period of 5 years unless dictated otherwise under employment law.

All records held will be destroyed by a reliable and professional company.

Rum Tum Tugger's Nurseries Ltd is registered with the Data Protection authority.

Reviewed by Jillian Pascale- February 2016