Confidentiality Policy

Aims

At Alamiyah Montessori we recognise that we hold sensitive and confidential information about children and their families and the staff we employ. This information is used to meet the children's needs, for registers, invoices and emergency contacts. All records remain locked away or on the office computer with files that are password protected in line with data protection. Any information shared with the staff is done on a need to know basis and treated in confidence. This policy works alongside the GDPR privacy notice to ensure compliance under general data protection regulation GDPR and Data Protection Act 2018.

Alamiyah Montessori believes that establishing and maintaining trust is the key to effective relationships between staff, parents and children. Core values that underpin our ethos include the preservation of respect, dignity and honor of all those involved in the setting. In order to honor these values confidentiality must be maintained at all times.

Alamiyah will therefore commit to:

- treating any information regarding your child or your family provided to staff either verbally or in writing as confidential.
- building trusting relationships with children, parents, carers and staff.
- respecting the privacy, dignity and honour of all staff, children and their parents / carers.

Methods

Confidentiality is assured in order to maintain trust and confidence in the setting, therefore:

Parents:

- Can seek access to the files and records of their own children but do not have access to information about any other child
- Parent consent will be sought to share any information regarding the child with any external professionals Local Authority Advisors.
- Access to a child's data will not be provided to parents if relevant professionals such

as the police or Local Authority children's social care care team decide this is not in the child's best interest.

Staff, student and volunteers:

- Will not discuss personal information about parents or children with other members of staff except where it affects the child's needs.
- Will share information with parents or carers only in order to support the child's development.
- May need to seek the help and advice of outside professionals in certain circumstances. If this action is taken, the parent or carer's permission will first be sought.
- Will not discuss any aspect of a child and their development in the presence of other children or parents other than the child's own parents or carers. Information about a child and family is not shared outside the setting. it is not shared with friends or family or part of any social discussion outside of the setting. If staff breach any confidentiality provisions, this may result in disciplinary action and, in serious cases, dismissal.
- Students on placement and volunteers are advised of our confidentiality and data protection policy and required to follow it.
- Ensuring that staff, students and volunteers are aware that information about children and families is confidential and only for use within the setting and to support the child's best interests with parental permission.
- Ensuring staff, students and volunteers are aware of the social networking policy in relation to confidentiality.
- Induction includes an awareness of the importance of protecting confidentiality, protecting the privacy of the children in their care as well as the legal requirements that exist and that information regarding the child is handled in a way that ensures confidentiality.
- All information and records relating to staff and volunteers will be kept confidentially in a locked cabinet.
- Individual staff may request to see their own personal file at any time.

Management :

- Ensuring any concerns or evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need to know" basis If however a child is considered at risk, our safeguarding children and child protection policy will override confidentiality.
- Will maintain confidentiality on issues concerning the employment of staff, whether paid or unpaid.
- Ensuring issues concerning the employment of staff remain confidential and will only be shared with people directly involved with making personnel decisions.
- Only those persons directly involved in HR and those making personnel decisions will have access to staff data.
- Will advise all students on recognised qualifications and training of our confidentiality policy and their requirement to respect it.

Storage of Confidential Information :

- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis.
- Personal information about children, families and staff is kept securely in a lockable file or password protected if stored electronically accessible by authorised personnel whilst remaining as accessible as possible to those who need access to this information.
- All children's files will be stored for 7 years from the time the child leaves the setting, after which time records will be deleted and destroyed unless in the case of safeguarding and other records requiring longer retention.
- Guidance on retention records contained in the appendix of the Data Protection Policy will be observed.

The setting is registered with the Information Commissioner's Office (ICO) which is a requirement under the Data Protection Act. The Data Protection Act 1998 requires every data controller (e.g. organisation, sole trader) who is processing personal information to register with

the ICO, unless they are exempt. In order to meet our requirements under GDPR we also undertake the following:

- We will ensure our terms and conditions, privacy and consent notices are easily assessed and made available in accurate and easy to understand language.
- We will use personal data to ensure the safe operational and regulatory requirements of running our setting. We will only make contact in relation to the safe operational and regulatory requirements of running our setting. We will not share or use personal data for other purposes. Further detail can be found in the GDPR privacy notice.
- everyone in our setting understands that people have a right to access their records or have their records amended or deleted (subject to other laws and regulations)
- we will ensure staff have due regard to relevant data protection protection principles, which allow them to share (and withhold) personal information, as provided for in the Data Protection Act 2018 and the GDPR, This includes include:
    - Being confident of the processing conditions which allow them to store and share information for safeguarding purposes including information which is sensitive and personal, and should be treated as a “special category personal data”
    - Understanding that “safeguarding of children and individuals at risk” is a processing condition that allows practitioners to share special information without consent where there is a good reason to do so, and that the sharing of the information will enhance the safeguarding of a child in a timely manner, but it is not possible to gain consent, or if to gain consent, or if to gain consent would place a child at risk.

All the undertakings above are subject to the commitment of the setting to the safety and well-being of the child. Please see also the section on confidentiality in the Alamiyah safeguarding policy. All members of staff agree to respect the Alamiyah confidentiality policy as part of their code of conduct.

Review

This policy will be reviewed every 3 years or sooner or if there is any change in statutory guidance or legislation. See 'Policy Review Schedule'.

Last Reviewed: 01/09/2026

Adopted in a meeting at Alamiyah Montessori on 08/09/2025

Signed by Nasim Bobat (Manager) and S Motara (Nominated Person)

on behalf of Alamiyah Montessori

With reference to -
Human Rights Act 1998
Data Protection Act, 2018
GDPR, 2018
Freedom of Information Act 2000