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| School Logo |
| **Confidentiality Policy** |
| At Saint Illtyd’s with God’s love we play, learn and grow together  |

# SCHOOL DETAILS

**Name**: St Illtyd’s Primary School

**Address**: Jersey Road,

 Bon-y-Maen

 Swansea

 SA1 7DG

**Head Teacher**: Mrs Maria Davies

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DOCUMENT VERSION CONTROL

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| **Next review date – ANNUAL REVIEWS** |

Policy agreed by Governors:

….………………………………………….………………… (Signed by Chair)

………………………………………………. Date

**Confidentiality policy and procedure**

**St Illtyd’s l Primary Wraparound’s work with children and families involves being aware of, recording and keeping sensitive and confidential information. This policy applies to all staff, volunteers, students and**

**It is the policy of St Illtyd’s Primary to ensure that all who use and work in the provision can do so with confidence.**

**We respect the need for confidentiality by: ­**

* Designating Mrs Daviesas the lead person for information/communications sharing.
* Ensuring that parents/carers have access to any files and records about their own children but do not have access to information about any other children.
* Arranging to share information with parents/carers who request it, in private.
* Ensuring that issues to do with the employment of staff, volunteers and students, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
* Enabling staff, volunteers and students to have access to their own files and records, but not to information about any other member of staff, volunteer or student.
* Ensuring that staff, volunteers and students do not discuss concerns about individual staff members with anyone other than the registered person, Mrs. Davies
* Ensuring that staff, volunteers and students sign that they have read, accept and implement the confidentiality policy at their induction.
* Keeping all documents/forms and electronic data containing personal information securely in line with the Data Protection Act 1998 <http://www.ico.gov.uk/for_organisations/data_protection/the_guide.aspx> (this also applies to transporting personal information from place to place).
* Ensuring that confidential information is shared with other agencies only by the **St Illtyd’s Primary** delegated person who has the authority to do so. In these circumstances the parents’/carers’ consent is obtained (except in cases where this may place a child at risk).
* Making available personal data to CIW as required by day care regulations.
* Keeping records of concerns/information relating to children’s safeguarding confidential and in line with **St Illtyd’s Primary** child protection policy and the All Wales Child Protection Procedures.
* Taking seriously any breach of confidentiality at **St Illtyd’s Primary Wraparound.** This is considered as gross misconduct that can lead to disciplinary action and dismissal.
* Following statutory regulations regarding the period of storing information (for example: company law, insurance company, CIW, Data Protection Act 1998, charity law and local authority). Three years for ‘contract and registration form, which is kept in school in a locked cupboard, and twenty one years for accident forms (archived in City and County of Swansea, Civic Centre).
* Disposing of any information (that can be disposed of) responsibly, by shredding or burning.
* Ensuring any computer or electronic device holding personal data is wiped before it is passed onto a third party.
* Ensuring that any computer or electronic device that has shared use has a system of password protection (as a minimum) for any stored personal information.
* Obtaining parents’/carers’ consents before using cameras, or video recording equipment with their children*.*