



# **ROMPERS PRIVATE NURSERY**

## **INFORMATION SHARING, CONSENT AND GDPR POLICY**



### **Policy Statement:**

At Rompers we aim to ensure that we are following local and government guidance with relation to sharing information. All advice given in the Data Protection Act 2018, General Data Protection Regulation (GDPR) will be strictly followed.

At Rompers we recognise that parents have a right to know that the information they share within the nursery will be regarded as confidential. Parents will be informed about the circumstances and reasons when the nursery is obliged to share information.

As a nursery we understand and respect the permissions parents give us to take, use and store photographs of their children to support their learning and development.

**UNCRC Articles:** 7, 8, 12, 16, 17, 26

### **Key Links to Guidance:**

Data Protection Act 2018

<https://www.legislation.gov.uk/ukpga/2018/12/contents>

### **Aims of this Policy:**

To ensure that confidential information and photographs are shared appropriately, and authorisation is given at all times. This information will be shared when:

- It is to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult
- Not sharing it could be worse than the outcome of having shared it

Critical Criteria for disclosing information is:

- Where there is evidence/reasonable cause that a child is suffering or is at risk of suffering from significant harm
- To prevent significant harm arising to children or serious harm to adults including the prevention, detection and prosecution of serious crime

To ensure all information at Rompers is shared appropriately to safeguard all service users.

### **Procedures:**

#### **Information Sharing**

The following procedure is based on the 7 golden rules for information sharing as set out in the Information Sharing: Guidance for Practitioners and Managers (DCSF 2008). The procedure also considers points in the General Data Protection Regulation (GDPR) Act 2018.

1 – The Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately

- Our policy and procedures on information sharing provides guidance to appropriate sharing of information with external agencies

- Rompers will ensure they have a valid lawful basis in order to process personal data as shown below:
  - Consent
  - Contract
  - Legal Obligation
  - Vital Interest
  - Public Task
  - Legitimate Interest

2 – Be open and honest. Rompers will explain to families how, when and why information will be shared about them and with whom. The nursery will seek consent to share information, unless it puts the child at risk or undermine a criminal investigation

- Inform parents about our information sharing policy when their child starts at Rompers, parents will sign an acceptance of this policy in the child's registration form
- This policy can be viewed by service users through the nursery website
- Inform service users about the circumstances when information will be shared with external agencies for example transitions to school/speech and language
- Rompers will fully respect the rights of the service users, deleting personal data and providing data electronically in a safe and secure manner and consider the following:
  - The right to be informed
  - The right of access
  - The right to rectification
  - The right to erasure (removal of data)
  - The right to restrict processing
  - The right to data portability
  - The right to object
  - The right not be subject to automated decision-making including profiling

3 – Seek advice, when there are doubts and possible significant harm to a child or others

- Management will contact relevant outer agencies for advice regarding child protection/welfare if felt necessary

4 – Share with consent where appropriate. Respect the wishes of children and parents not to consent to share confidential information. However, in the interests of the child, know when it is reasonable to override their wishes

- Guidelines for consent are part of this procedure
- Upon registration parents will be aware of consents and what information Rompers will hold through the registration process
- Upon staff recruitment, staff will be aware of consents and what information Rompers will hold through the document signing process
- Rompers will always ensure that service users are aware when data is being collected from them, the following points will be considered by the setting
  - Who the data controller is?

- What personal data we collect and why?
- What you will do with the personal data you collected?
- The lawful basis for processing the personal data (see previous)
- Who you routinely share the personal data with
- How long you will keep the data
- The rights of the individuals (see previous)
- The right to complain (see complaints procedure)

5 – Consider the safety and welfare of the child when making a decision about sharing information – if there are concerns regarding ‘significant harm’ the child’s well-being and safety is paramount and always our first concern

- Rompers will record concerns and discuss these with the child protection officers (See Child protection and safe guarding concerns form), decisions will be made and the reason why the information will be shared and to whom considered

6 – Information shared will always be accurate and up-to-date, necessary for the purpose it is being shared for, shared only with those who need to know and shared securely. Policies, procedures, documents and concepts used within the daily running of Rompers will be consistent and support this policy

- Rompers will take full accountability for ensuring all information held is accurate and will make amendments where needed
- All staff at Rompers will be aware of the GDPR policy and the procedures taken by Rompers to comply with this through staff meetings and staff inductions
- Rompers does not permit any policies, procedures, documents or concepts used in the daily running of Rompers to be removed or stopped by any staff member unless authorised by owner/management
- Staff within their confidentiality agreement in their contract of employment are strictly prohibited to share any policies, procedures, documents or concepts out with the setting and are strictly prohibited not to take these things to a new workplace. This applies to staff currently employed by Rompers and staff who have been employed by Rompers, if found Rompers will take necessary disciplinary action.

7 – Reasons for decisions to share information, or not, are recorded in a child’s personal information file

- Rompers will process all information concerning the child following 30 days of de-registration with the setting
- Within these 30 days, any information regarding the service user will be returned to them or disposed of appropriately
- Rompers will hold onto any necessary paperwork including child’s information if any accounts, concerns or issues with regards to the service user, are not fully settled, this information will be held by Rompers securely until all necessary steps have been taken to recover outstanding fees or address concerns
- All online learning journals will be archived through the Blossom app as they are deactivated and kept for evidence of learning and inspection. Within 30 days, access to the Blossom app will be denied to parents.

The following questions will be considered when we need to share:

- Are there legitimate purposes to sharing the information?
- Does the information enable the person to be identified?
- Is the information confidential?
- If the information is confidential, does Rompers have consent to share?
- Is there a statutory duty or court order to share information?
- If the decision is to share, is the right information being shared in the right way?
- Has the decision been properly recorded?

### **Consent and Photo Sharing**

Parents have a right to be informed that their consent to share information and photographs and will be sought in most cases, as well as the kinds of circumstances when their consent may not be sought, or their result to give consent may be overridden. During the registration procedures at Rompers parents will be informed about image sharing and the use of online learning journals.

During our registration process, parents will receive our *Starting Rompers Booklet* this will include the following information about the use of online learning journals.

*In line with the General Data Protection Regulation Act (GDPR) we wish to inform service users that we are ensuring procedures at Rompers are being met.* The GDPR sets the age when a child can give their own consent to this processing at 16, as the child at Rompers is younger the parent responsible will give relevant consent

- When photos are being taken of your child at Rompers there can often be other child/children in the photo. We would like to be able to share all photos with service users to evidence the wide variety of experiences and learning that children at Rompers take part in.
- With this in mind, our Blossom app for online journals will allow us to share these images in observations etc. and at times there may be another child in the image. We ask parents to respect the rights of all children and families at Rompers.
- Within the registration pack, permissions are to be selected regarding photos. If service users do not wish for their child's image to be shared with other service users, please inform a member of management as soon as possible to allow this is to be amended on the app. Rompers wishes to ensure that when using the Blossom app, service users feel comfortable and supported.
- We also wish to highlight to service users the severity of posting images of other children on social media and strictly advise parents to ensure they are respecting the rights of the children and other service users at Rompers.
- We strongly discourage saving images of your child to your own personal device if the pictures contain other children.
- If any service user wishes to discuss this further, management at Rompers would be delighted to make time for this.
- We do not permit parents to take photographs or video in the nursery during the nursery session.

- Parents will be asked to give written consent on their leaving form to share information about any information regarding the child such as child development/additional needs to the child's next service/school.

### **Third Party Sharing**

- Rompers regularly engages in opportunities within the community, and often photographs will be taken to document the learning experience.
- Rompers will not allow photographs of children to be taken by third parties.
- Photographs will be taken by Rompers, edited to blur out faces and then emailed directly with the third party. As much as possible, Rompers will only take photos of backs of heads, hands etc during these experiences to share with third parties.
- If these images are shared with a third party, they are responsible for the storage and use of data.
- All third-party organisations will sign an Information Sharing, Consent and GDPR Policy Agreement before working with Rompers.

### **Storage of Data**

To ensure information about your child and family is secure we have the following procedures in place:

- All person data is stored on our online app, Blossom. Each staff member has a unique password and login for the app. Staff and children's accounts are deactivated if they leave. Staff access tiered levels of information based on their job role and responsibility. It is the responsibility of staff to ensure this password is confidential. Any breach in this will be discussed under SSSC guidelines.
- All parents have a unique password and login for the app. It is the responsibility of the parent to ensure this password is confidential.
- Staff are only permitted to access the Blossom app via the ipads, computer and laptops in nursery. All devices at Rompers have Jamf software to ensure these can be tracked and remotely accessed for safety purposes. All ipads, computers and laptops are password protected as well as our icloud storage for photos and videos.
- All files and documents used at Rompers are stored on DropBox. Staff have a unique password and login.
- All paper files for children are stored in a locked filing cabinet in the office.
- Staff phones are stored in a tray within the cloakroom during the working day and staff are not permitted to use these during working hours. Senior staff are only permitted to use their personal mobile phone for trips and outings. These are only used in emergency purposes. *See Staff Mobile Phone for further information.*

### **Data Breaches**

Rompers will report any certain types of personal data breaches to the relevant authority, and this will be done with 72 hours. The following list are examples of this:

- Access by an unauthorised third party
- Deliberate or accidental action by a controller or processor
- Sending personal information to an incorrect recipient
- Computing device containing personal information lost or stolen
- Alteration of personal data without permission
- Loss of availability of personal information

**Review:**

Date	Management	Track of Changes
August 2021	P. Guthrie	none
February 2023	Room Champions	UNCRC articles added
May 2024	P. Guthrie	Photograph data information updated. Blossom information from Starting Rompers Booklet added to policy. Storage of data information added.
June 2024	P. Guthrie	Final update following consultation with parent policy review group held in May 24 and staff meeting May 24.
January 2025	C.Duncan	None
September 2025	K.Ferguson	See child protection and safeguarding concerns form added