Confidentiality Policy

It is recognised that for parents/carers and families to feel safe and secure when using our services there must be a guaranteed code of confidentiality that all staff and representatives of the nursery adhere to.

The purpose of this policy is to implement a clear and agreed understanding of what confidentiality means within the nursery, to ensure that parents/carers and families know what to expect from the services and thus build up trust in the organisation.

North Halifax Partnership (NHP) works in accordance with the General Data Protection Regulations (GDPR UK) 2018 and as such will act to protect information relating to families and children.

Information received cannot be used for any purpose other than that for which it was given unless permission has been obtained from the giver.

Families and other organisations have the right to decide what information they choose to share.

Liaison with other organisations may at times be needed to enable families and children to be offered an effective service by the nursery. When this is the case permission will be sought by those individuals before any information is passed on that might lead to identification of a family.

On rare occasions the nursery recognises that it may be necessary to break the basic rules of confidentiality. These situations relate to where an individual or another person may be at serious risk or where the integrity of the nursery is at risk.

When confidential information is divulged without consent, except where it might result in more harm to other people, the individual concerned will be informed and an explanation given. Unjustified breaches of confidentiality can constitute a disciplinary offence for staff.

We do ask that parents/carers respect the confidentially of all the other users at the nursery as they may overhear conversations when collecting and picking up their children.

Reviewed October 2026

If an individual has a concern or a complaint relating to confidentiality they should follow the **Complaints Policy**.

Parents/carers are asked to follow the steps above if they have any concerns about confidentiality. Parents are asked to be particularly careful when using social media to ensure that they do not invade another parent's privacy or discuss confidential information in this arena.