**Portlethen Primary School Nursery**

**Confidentiality Policy**

**Policy Statement**

Portlethen Primary School Nursery is committed to ensuring that the confidentiality of all service users is respected at all times. Staff wil adhere to the Scottish Social Services Council (SSSC) Codes of Practice and principles of GIRFEC at all times. All sensitive documentation will be stored in accordance with the Data Protection Act.

**Confidentiality Procedure**

* The setting will comply with Aberdeenshire’s policy on confidentiality and SSSC codes of practice and national guidance
* As per Data Protection guidelines, all confidential information regarding children, staff, parents and any other relevant professional will be securely stored out of general view
* The setting will ensure that access is restricted to appropriate personnel
* Confidential information will only be shared with other professionals where relevant
* Consent will be sought from parents/carers to share relevant confidential information with other professionals
* In line with child protection guidance, the setting may share information without consent if it is in the best interests of the child’s welfare
* All staff will keep confidential information within the setting and will not share outside the setting or on social media/press
* All relevant adults and professionals within the nursery setting will be asked to comply with the confidentiality policy
* Sensitive documentation will be retained for the required period of time and will then be destroyed in line with Aberdeenshire Council regulations and national guidance