INFORMATION SHARING POLICY STICKY FISH PRE-SCHOOL

* We record and share information about children and their families in line with the seven principles of the General Data Protection (GDPR) which are further explained in our Privacy Notice that is given to parents. The seven principles state that personal data must be:
* Processed fairly, lawfully and in a transparent manner.
* Collected for specified purposes and not further processed for other purposes incompatible with those purposes.
* Relevant and limited to what is necessary for the purpose.
* Accurate, and up to date.
* Kept in a form that permits identification of data subjects for no longer than is necessary for the purpose for which the data is processed.
* Processed in a way that ensures appropriate security of the personal data, using appropriate technical or organisational measures.
* Processed with accountability.

Procedures

* Our procedure is based on the GDPR principles listed above. We will follow guidance on information sharing from the KBSP (local Safeguarding Board) and BAND.
* We will be open and honest with the parent/family from the outset and why, what, how and with whom information will be shared with, and seek their consent, unless it is unsafe to do so.
* Our Privacy Notice will be given to parents.
* We will give information to parents/carers about the other circumstances when information will be shared with external agencies, for example, with regard to any special needs the child may have or transition to school.
* Our staff discuss concerns about a child routinely in supervision and any actions are noted in a file or book that is securely locked in a filing cabinet.
* Our Child Protection policy sets out the duty of all members of our staff to refer concerns to our manager/DSP who will contact children’s social care for advice where they have doubts or are unsure.
* Our manager/DSP will seek advice if they need to share information without consent to disclose.
* We will record concerns and discuss these with our DSP and/or the DSL from the trustees for child protection matters.
* We will record decisions made and the reasons why information will be shared and to whom, and follow the procedures for reporting concerns and record keeping.

Consent

We ask parents to give written consent to share information about any additional needs their child may have, or to pass on child development/observation records/summaries to the next provider/school.

* We give parents a copy of the Privacy Notice.
* Consent must be freely given and informed.
* Consent may be explicit, verbally but preferably in writing, or implied if the context is such that sharing information is an intrinsic part of our service or it has been explained and agreed at the outset.
* Consent can be withdrawn at any time.
* Where the child is looked after we may also need to consult the Local Authority as corporate parent before information is shared.

Legal framework

* General Data Protection Regulations
* Human Rights Act (1998)

SIGNED: LIZ TOMLINSON (MANAGER)

DATE AGREED: August 2023

REVIEW DATE: August 2024