

11.1 Trustee Confidentiality Policy

Policy statement

Our trustees have a duty to act in the best interests of Duxford Preschool and are responsible for the overall management of the setting, and in doing so, meeting the early educational needs of the children in the local area. As part of this duty, committee members may occasionally become privy to information relating to the children and families attending the pre-school, and to financial and business information about the setting, including staff related data.

The Management Committee recognise that this information is considered by many to be 'sensitive' and are committed to ensuring, to best of our ability, that the privacy of children, families, staff, committee members, volunteers and visitors is respected and protected.

The purpose of this policy is to provide clear guidelines to Committee Members of their roles and responsibilities when handling this information. All prospective trustees are made aware of this confidentiality policy and, to encourage transparency, a copy is also made available publicly on the charity's website.

Definition of 'Confidentiality'

"Information or data which could cause harm to someone, or the setting, if made publicly available or disclosed to someone who is not authorised to access the information or data".

Procedures

- We understand our roles and responsibilities in respect of the children, staff and families who attend or are members of the setting and recognise that we are entrusted with information, often of a confidential and/or sensitive nature. Examples of this might be; information on salaries or finance, personal information of individuals/families, child protection or a disciplinary procedure. There are some situations where disclosure of confidential information will be a breach of the General Data Protection Regulations 2018 and members need to recognise the seriousness of such actions.
- We also recognise that the maintenance of confidentiality, while important at all times, may be particularly important in a small community and we are aware of our responsibilities in this context.
- It is essential that we respect the information we are party to and understand that we must consent to keep all matters relating to the management of the setting confidential, unless otherwise agreed by the Committee that it is in the best interests of the Preschool to do otherwise. If this is decided, it must be done so by a quorate Committee and recorded in the minutes.
- In the event of a breach of confidentiality the Committee will need to adhere to the constitutional rules of their governing document in considering how the breach affects the individual's ability to continue as a committee member and the relevant course of action to take.
- These responsibilities must be maintained on and after resignation or other departure from the Committee.

Legal framework

- General Data Protection Regulations (GDPR) (2018)

Version	Changes Made	Author	Date	Review Date
1.0	Baseline version	P Eccleston	26 th April 2019	April 2019
1.1	Minor formatting changes and updated the legal framework	N Hanlon	13 th April 2019	September 2019
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