

Confidentiality Policy

Data Protection Act 2018: How I use your information

Any information regarding your child or family that you give to me either in writing or verbally will be treated as confidential. All documentation relating to your child is stored securely by me.

I may also receive information about them from their previous carer, local authority, the Department for Education (DfE) and the Learning Records Service. I hold this information to allow

Support for their learning
To monitor and report on their progress
Provide appropriate care
Assess the quality of my service

Information that I hold includes contact details, attendance information, personal characteristics such as their ethnic group, and special educational needs and relevant medical information. I do not share this information with anyone without your prior consent unless the law or my policies allow me to.

I am required by law to pass on certain information about the children to the local authority and the Department for Education.

If you would like any further information about how the Local Authority and/or Department for Education collect and use your information, please visit:

Local Authority: www.cumbria.gov.uk

Department for Education: <http://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you would like a copy of the information that I hold about you please request it from me, Amy Cottrill

Reviewed: *January 2022.*