***Frittenden Pre-school***

***Confidentiality Policy***

|  |
| --- |
| **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 that information or data |

* All trustees have a duty to act in the best interest of the charity.
* All members of the board of management trustees are responsible for the overall management of the setting, ensuring the setting operates in a professional manner.
* All trustees understand the roles and responsibilities in respect to the children, staff and families who use the setting.
* All trustees act in an appropriate manner to best represent the setting and recognise that we are entrusted with information often of a confidential or sensitive nature.
* Trustees understand that there are some situations where disclosure of confidential information will be a breach of the General Data Protection Regulation and need to recognise the seriousness of such actions.
* All trustees know that maintenance of confidentiality is important at all times, it may be particularly important in a small community and we are aware of our responsibilities in this context.
* All trustees 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 interest of the setting to do otherwise. If this is decided it must be done so by a quorate committee and noted in the minutes.
* In the event of a breach of confidentiality the committee will adhere to the constitutional rules of the 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.

I have read and agree to abide by Frittenden Pre-school’s Confidentiality Policy

Signed-

Date-