



SIMPLY PENDOYLAN

CONFIDENTIALITY POLICY & GDPR

Our work with children and families brings us into regular contact with confidential and sensitive information. We are committed to maintaining the highest standards of confidentiality in line with current legislation and regulatory requirements, ensuring that all families can use the Club with trust and confidence.

This policy operates in accordance with the requirements of Care Inspectorate Wales (CIW), the Data Protection Act 2018, and the UK General Data Protection Regulation (UK GDPR).

Principles of Confidentiality

- Parents and carers will have access to records and information relating to their own child, in accordance with data protection law. They will not have access to information relating to any other child.
- Staff will not discuss individual children with anyone other than the child's parents or carers, except where it is necessary for:
 - the effective planning and delivery of activities,
 - ensuring the safety and well-being of children, or
 - where a safeguarding concern exists.
- Information provided by parents or carers will be treated as confidential and will only be shared with their consent, unless:
 - there is a safeguarding concern, or
 - disclosure is required by law or requested by a regulatory body such as Care Inspectorate Wales.
- The setting recognises that the welfare of the child is paramount. Where there are concerns about a child's safety or welfare, information will be shared without consent where necessary, in line with safeguarding legislation and guidance, including Social Services and Well-being (Wales) Act 2014 and local safeguarding procedures.
- Any concerns, disclosures, or records relating to safeguarding will be:
 - recorded accurately and promptly,
 - stored securely and separately from general records, and
 - only shared with relevant staff and external agencies on a need-to-know basis.
- All safeguarding matters will be managed in line with local child protection procedures and the All Wales Child Protection Procedures.
- Confidential information regarding staff, whether paid or voluntary, will be kept securely and only accessible to those responsible for personnel

management, in line with employment law and data protection requirements.

- Volunteers, students, and all staff will receive guidance on confidentiality as part of their induction and ongoing training. They are required to adhere to this policy at all times.

Data Protection and Record Keeping

- We are registered with the Information Commissioner's Office (ICO) and comply with the principles of UK GDPR. This includes:
 - processing personal data lawfully, fairly, and transparently,
 - collecting data only for specified, explicit purposes,
 - ensuring data is accurate and kept up to date,
 - retaining data only for as long as necessary, and
 - keeping data secure.
- Personal data will be stored securely, whether in paper or electronic form, with appropriate measures in place to prevent unauthorised access, loss, or disclosure.
- Individuals have the right to request access to their personal data (Subject Access Request), request corrections, and raise concerns about how their data is handled.

Related Policies

Please also refer to our Safeguarding Policy, Data Protection Policy, and Media Policy.