Ashbridge
INDEPENDENT SCHOOL & NURSERIES

CONFIDENTIALITY STATEMENT

Approved by: SLT

Approved date: September 2025

To be reviewed by: SLT

Review date: September 2027

Accessibility: Available on the company website and as a paper copy on request

Scope: Ashbridge Independent School and Nursery,
Ashbridge on Ribble Nursery,
Ashbridge Nursery at Maxy Farm, Fledglings Nursery

Our work with children and their families brings us into contact with confidential information. It is a legal requirement for Ashbridge School Ltd to hold information about the children and families using our service and the staff working here. This information is used for a range of purposes and all records are stored in line with General Data Protection Regulations (GDPR) and as detailed in the Privacy Notice.

Ashbridge is committed to ensuring the safety and well-being of the children in our care and all our employees. As such, it is our intention to operate in a responsible way and we will do so by:

- Storing confidential records safely, ensuring all personal records relating to a child are stored in a secure, confidential manner and shared only in line with agreed information sharing procedures.
- Disposing of confidential records safely and in line with the Retention of Records policy.
- Allowing staff access to their own personnel files within the boundaries of GDPR.
- Ensuring that all staff, volunteers and students are aware of their responsibilities regarding confidentiality, act within agreed procedures and adhere to the company code of conduct.
- Ensuring that parents and those legally responsible have access to records of their own children but not to those of any other child.
- Gaining parental consent, when necessary, for any information to be used other than for agreed purposes.
- Ensuring staff, students and volunteers through inductions, are made aware of the importance of confidentiality. If staff breach any confidentiality provisions, this may result in disciplinary action, and in serious cases, dismissal. Students on placement at Ashbridge are advised of our Confidentiality policy and Privacy Notice and are required to accept, respect and adhere to it.
- Ensuring staff, students and volunteers are aware of and follow all aspects of our safeguarding and social networking policy in relation to confidentiality.
- Ensuring issues concerning the employment of staff remains confidential to the people directly involved with making personnel decisions.
- Reporting any breaches of personal data security are reported to the Information Commissioners Office in line with their guidance.
- All members of staff are made fully aware of this policy during their induction period.

We recognise that there may be occasions when confidential information may need to be shared with other authorised agencies in the case of safeguarding issues for example or to support the wellbeing of a child, including their academic progress. When sharing confidential information we always consider the implications and only share information in the best interest of the child and/or information that is legally required to be shared.