



WildNurture CIC

Discover, Explore, Thrive in Nature's Classroom



DISCOVER
EXPLORE
THRIVE IN NATURE'S CLASSROOM

Confidentiality Policy 2025/26

Confidentiality Policy for Wild Nuture

Policy Statement

Wild Nuture Forest School is committed to protecting the privacy and confidentiality of all individuals associated with our school, including children, parents/guardians, staff, and volunteers. We recognize the importance of maintaining trust and respecting the rights of individuals to privacy.

Purpose

This policy aims to:

- Ensure that all information is handled in a confidential manner
- Protect the rights of individuals to privacy
- Provide clear guidelines for handling sensitive information
- Comply with relevant data protection legislation

Legal Framework

This policy adheres to:

- General Data Protection Regulation (GDPR)
- Data Protection Act 2018
- Human Rights Act 1998
- Freedom of Information Act 2000

Scope

This policy applies to all staff, volunteers, management committee members, and anyone else with access to confidential information about children, families, or other individuals associated with Wild Nuture Forest School.

Principles of Confidentiality

1. Information about individuals should be shared on a need-to-know basis only
2. All personal information must be treated as confidential
3. Confidentiality does not override the duty to report safeguarding concerns
4. Informed consent should be obtained before sharing personal information
5. Information should be stored securely and accessed only by authorized personnel

Confidentiality Procedures

Verbal Information:

- Discussions about confidential matters should occur in private settings
- Staff should use discretion when discussing sensitive information
- Gossip and informal discussions about individuals are strictly prohibited

Written Information:

- All written records containing personal information must be stored securely
- Digital records should be password-protected and encrypted where possible
- Physical documents should be kept in locked cabinets



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restricted access

Sharing Information:

- Information should only be shared with explicit consent, except in cases of safeguarding concerns
- When sharing information, only the necessary details should be disclosed
- A record should be kept of when and why information is shared

Breaches of Confidentiality

Any breach of confidentiality will be taken seriously and may result in disciplinary action. Staff and volunteers must report any potential or actual breaches to the designated person immediately.

Exceptions to Confidentiality

Confidentiality may be breached in the following circumstances:

- When there is a legal obligation to disclose information
- When there is a safeguarding concern about a child or vulnerable adult
- When there is a risk of serious harm to an individual or others

Data Subject Rights

- In accordance with GDPR, individuals have the right to: Access their personal data
- Request rectification of inaccurate data
- Request erasure of their data in certain circumstances
- Restrict processing of their data
- Data portability

Staff and Volunteer Responsibilities

- All staff and volunteers must: Read, understand, and comply with this policy
- Sign a confidentiality agreement
- Attend regular training on data protection and confidentiality
- Report any concerns or breaches immediately

Designated Person for Confidentiality

Mr Hal Eccles - 07767 718740

This person is responsible for overseeing the implementation of this policy and handling any confidentiality concerns.

Review and Monitoring

This policy will be reviewed annually or when there are significant changes in legislation or our operations. We will regularly monitor our practices to ensure compliance with this policy.

