

Sharing Sensitive Information Policy

Statement of Intent

Little Acorns recognises our responsibility to keep sensitive information safe & secure, respecting the privacy rights of the individual.

Aim

Little Acorns may decide to share this information with other professionals if we consider to be in the best interests of the child to do so. In these circumstances, we may do this either with or without the consent of the parent.

Method

- Decision & reasons to share sensitive information will be recorded. Equally, we will record our reasons if we decide not to share.
- We will inform the person to whom the information relates to that we are sharing their information unless there are circumstances where we feel informing the person of our decision about them may place another at risk of harm.
- We will record with whom we have shared the information & for what purpose.
- Checks will be made regarding who the information is to be shared with.
- If the information is shared on the phone, we will confirm the identity of the person we are talking to; also, we will take steps to ensure that the conversation cannot be overheard.
- Information sent through the post (recorded delivery) will be addressed as confidential & for their eyes only to the schools designated person for child protection (names) & we will request confirmation of delivery from recipient.
- Information shared by email will be sent through a secure system to intended recipient & confirmation of receipt will be requested.
- We recognise our responsibility to retain ownership of sensitive material for 5 years.
- We will record our decisions to destroy or delete records.