



Little Squirrels Pre-School
Kilndown Village Hall
Church Road
Kilndown
Kent
TN17 2SF
1 September 2016

Trustee/Committee Confidentiality Policy:

Kilndown Pre-school Learning Group

Definition of Confidentiality

Information or data that 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.

For all Trustee/Committee Members to note;

That all trustees/committee members 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.

That all trustees/committee members understand the roles and responsibilities in respect to the children, staff and families who use the setting.

That all trustees/committee members 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.

There are some situations where disclosure of confidential information will be a breach of the Data protection act and members need to recognise the seriousness of such actions.

While 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.

It is essential that respect is given to the information the trustees/committee members are party to and understand that we must 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 need to adhere to the



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constitutional rules of their 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.

These responsibilities must be maintained on and after resignation or other departure from the committee.

The undersigned Trustee/committee members agree to the guidance laid out in this document