Confidentiality

We observe confidentiality at all times. Always remember, that each child is an individual who has the right to privacy. When talking with parents about their children, care should be taken to ensure that no other children are discussed and that no other parent is aware of any such conversation. Please do not talk about the children to others who are not directly connected with their development or upbringing.

If your role means you have access to personal data

- You are responsible for keeping the data safe
- You must keep the data secure – your laptop must have password protection and you should save all data on PACE's server (not on your local drive)
- You should not destroy any data unless you have been authorised to do so.
- You should only access data that you have authority to access and one for authorised purposes.
- You cannot share data (to people inside or outside the organisation) unless you have authorisation to do so.
- You should not take personal data outside of PACE centres.
- You should not allow others to use your computer if they could access data.