



White House Nursery

**97 West End Road
Ruislip
Middlesex
HA4 6JN**

01895-632681

Email: office@whitehouse-nursery.co.uk

Website: www.whitehouse-nursery.co.uk

Confidentiality Policy

- 1) All information given to the nursery will be stored in the office and only the management will have access to it.**
- 2) Parents can be assured any information given to the nursery will be kept confidential.**
- 3) Management will keep all information confidential and only pass on relevant details to staff members or outside organizations ie; Ofsted.**
- 4) Staff members need to understand that ALL information about parents and children has to be kept confidential.**