

Confidentiality & Information Sharing Policy

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Purpose of the Policy

In order to work as your childminder, I am legally obliged to collect certain information about you and your child to comply with the requirements of the Early Years Foundation Stage (EYFS) and to maintain accounts and records. Other information that I collect is not a legal requirement but will help me to do my job as your childminder effectively.

Processing Information

I take families' privacy seriously and, in accordance with the General Data Protection Regulation (GDPR), I will process any personal data according to the seven principles below:

1. Lawfulness, Fairness, and Transparency:

I must have a lawful reason for collecting personal data and must do it in a fair and transparent way.

2. Purpose Limitation:

I must only use the data for the reason it was initially obtained.

3. Data Minimization:

I must not collect any more data than is necessary.

4. Accuracy:

I will ensure that the data is accurate and ask parents to check annually and confirm the data's accuracy.

5. Storage Limitation:

I will not keep data any longer than needed.

6. Integrity and Confidentiality:

I must protect the personal data by processing and storing it securely.

7. Accountability:

I will be accountable for the data, ensuring I am able to show how I am complying with the law.

I will need to process information such as:

- Personal information (name, date of birth, address, dietary requirements and allergies).
- GP and inoculation details.
- Parent contact and emergency contact details.
- Persons permitted to collect the child and password if used.
- Parent financial details.
- Records of accidents, injuries, and evidence of consent for medication.
- Digital photographs.

I also process sensitive classes of information that may include racial or ethnic origin, religious or other beliefs, and physical or mental health details. I have a legal requirement to collect and process some of this personal information about you and your child. I will need written permission to confirm that you are happy for me to collect and process the non-statutory information I need to best look after your child.

Information Storage

All information on children and families is kept securely and treated in confidence. All details will be kept confidential and records are kept secure. I am registered with the Information Commissioner's Office (ICO) and am aware of my responsibilities under GDPR.

From time to time, I may use digital storage solutions from a third-party provider. All information stored remotely, or in a cloud, will be encrypted and password protected.

You have a right to access any of the information that I hold on you or your child at any time.

When your child leaves my setting, I will only store information on you or your child for as long as is necessary. Anything I don't need will be permanently deleted from my computer network storage devices and any relevant third-party cloud suppliers. Any physical information stored will be shredded or suitably destroyed.

I may hold onto some photographs for my own personal use in digital albums or displayed physically in my house.

Your child's learning journey will be sent home with you on your last day.

Sharing information

In general, the confidential information I have on file will only be shared if you give permission or there appears to be a child protection issue.

I will only share information about your child with you or your child's other carers, other professionals working with your child, or with the police, social services, local or central government including Ofsted.

If your child attends nursery or another setting while in my care, or arrives from nursery, school or another setting, then we will need to be able to share appropriate information between us. This two-way flow of information will help your child to make the transition between carers and keep you informed about anything you need to know that you weren't there to hear yourself. You will need to provide written permission for me to share information about your child in this way, and to pass along any information I learn to you.

Suspected breach

If I suspect that data has been accessed unlawfully, I will inform the relevant parties immediately and report to the Information Commissioner's Office within 72 hours. I will keep a record of any data breach.

Complaints

If you have a complaint with the way your personal data has been handled, please speak to me in the first instance so that we can resolve the complaint. If you feel I have not been able to resolve your complaint, you may wish to consult my complaints policy.

You have the right to complain to the Information Commissioners Officer (ICO). You can find information on how to make a complaint on the ICO website.

<https://ico.org.uk/make-a-complaint/>