



Confidentiality and Privacy Policy

REYAL registration number: RA000520

How I process/store information

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 EYFS and to maintain accounts and records.

The data I am required by law to hold for each child is as follows:

Childs name

Childs DOB

Childs address and contact details

Parent/Carers addresses (if different) and contact details including phone numbers of those with parental responsibility

Emergency Contact Details

Information on allergies/dietary requirements/medical history/any other special requirements

Names of people who will collect your child if not yourselves

Doctors details

This data is required to enable me to abide by Ofsted/My Agencies registration requirements.

Other information that I collect is not a legal requirement but will help me to do my job as your childminder. I will need to process information such as: personal details, family details, life style and social circumstances, financial details, GP contact details, vaccination details, allergy details and 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





Starseed Childcare Services



Rutland Early Years

need you to sign to say that you are happy for me to collect and process the non-statutory information I need to best look after your child.

As a childminder in line with regulation, the information I keep, must fall into one of the following categories.

1. Consent of the data subject
2. Processing is necessary for the performance of a contract with the data subject.
3. Processing is necessary for the compliance with a legal obligation.
4. Processing is necessary to protect the vital interests of the data subject.
5. Processing is necessary in the public interest or the controller has official authority.
6. Processing is necessary for the purposes of legitimate interests pursued by the controller or a third party.

All information I hold will be stored securely, if paper based it will be filed and locked away. If held electronically I will ensure that I have antivirus software and that all my devices are password protected.

I use a **private** Facebook group /WhatsApp group/text message/emails for communicating news relating to my setting, information about your child, updates on our day, invoices, policies and permissions. No unauthorised persons have access to these records.

Sharing of Information

I am registered with the Information Commissioner's Office (ICO) and am aware of my responsibilities under General Data Protection Regulations (GDPR). 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/my Agency. All details will be kept confidential and records are kept secure. You have a right to access any of the information that I hold on you or your child at any time.





Rutland Early Years

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 each other. This two-way flow of information is a requirement of the EYFS and will help your child to make the transition between carers. It will also keep you informed about anything you need to know that you weren't there to hear yourself. You will need to sign to say you are happy for me to share information about your child in this way, and to pass along any information I learn to you.

Retention of Information

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 to keep I will delete from my computer or shred. I may hold onto some photographs for my own personal use in albums or displayed in my house, with your consent. Your child's learning journey will be sent home with you on your last day.

Please see my retention policy for details of what I keep and for how long.

Complaints

If you have any complaints with the way you feel I have handled any of your personal data, please speak to me in the first instance so that we can resolve the complaint. You have the right to complain to the Information Commissioners Officer (ICO) if you feel I have not resolved the complaint to your satisfaction.

Your rights

Right to be informed – individuals have the right to be informed about the collection and use of their personal data. This is a key transparency requirement under the GDPR

Right to access – Individuals have the right to access their personal data and supplementary information.

Right to rectification – the GDPR includes a right for individuals to have inaccurate personal data rectified or completed if it is incomplete.





Starseed Childcare Services



Rutland Early Years

Right to restriction of processing- Individuals have the right to request the restriction or suppression of their personal data.

Right to objection- you can object to processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling), direct marketing (including profiling), and processing for purposes of scientific/historical research and statistics.

Right to data portability – you can obtain and reuse their personal data for their own purposes across different services.

Right to lodge a complaint with Supervisory Authority – you can make a complaint to the ICO

Please keep my information confidential

As our childminding relationship develops, I expect that I will divulge to you personal information about my home and family. I hope that you will respect my privacy by not sharing this information and that of other children and families in my setting.

Data Breach

If a data breach occurs, I will notify the individual/s that the breach affects and also the ICO. The ICO will be notified if the breach is likely to result in discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage.

Further information:

<https://www.gov.uk/data-protection>

<https://www.gov.uk/government/publications/data-protection-act-2018-overview>

<https://ico.org.uk/for-organisations/guide-to-data-protection/>





Starseed Childcare Services



Rutland Early Years

Policy reviewed date: June 2020

