



Hullbridge Childminders
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Confidentiality and Privacy Policy

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How we process/store information

In order to work as your childminders, we are 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 we are 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 us to abide by Ofsted requirements.

Other information that we collect is not a legal requirement but will help us to do our job as your childminders. We will need to process information such as: personal details, family details, lifestyle and social circumstances, financial details, GP contact details, vaccination details, allergy details and digital photographs. We 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. We need you to sign to say that you are happy for us to collect and process the non-statutory information we need to best look after your child.

As childminders in line with regulation, the information we 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 we hold will be stored securely, if paper based it will be filed and locked away. If held electronically we will ensure that we have antivirus software and that all our devices are password protected.

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

Sharing of Information

we are registered with the Information Commissioner's Office (ICO) and am aware of our responsibilities under General Data Protection Regulations (GDPR). In general, the confidential information we have on file will only be shared if you give permission or there appears to be a child protection issue or are required to by Ofsted under the terms of the EYFS Statutory Framework. We 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. All details will be kept confidential, and records are kept secure. You have a right to access any of the information that we hold on you or your child at any time.

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 us to share information about your child in this way, and to pass along any information we learn to you.

Retention of Information

When your child leaves our setting, we will only store information on you or your child for as long as is necessary. Anything we don't need to keep will be deleted from my computer or shred. We may hold onto some photographs for our own personal use in albums or displayed in my house, with your consent.

Please see our retention policy for details of what we keep and for how long.

Complaints

If you have any complaints with the way, you feel we 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 we 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.

Right to erasure- you can request that information we hold be erased.

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, we expect that we will divulge to you personal information about our homes and families. I hope that you will respect our privacy by not sharing this information and that of other children and families in our setting.

Data Breach

If a data breach occurs, we will notify the individual/s that the breach affects and 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/>