



Confidentiality Policy and Procedure

I will meet the requirements of the EYFS by:

- ✓ Developing a professional relationship with all parents and/or carers; treating information shared with me as confidential (unless this compromises a child's safety or welfare, in which case I will be required to disclose sensitive and confidential information to appropriate agencies).
- ✓ Holding confidential information and records about children and assistants in a secure place; and only be accessible and available to those who have a right or professional need to see them. (3.69)
- ✓ Complying with my responsibilities under the Data Protection Act (DPA) 1998 and where relevant the Freedom of Information Act 2000. (3.69)

Childminders are required to register with The Information Commissioners' Office (ICO) under the Data Protection Act 1998, if they keep any of the following information:

1. Children's records on a computer.
2. Digital photographs on a camera or any other digital device such as a mobile phone or any visual/audio equipment.

To be compliant with these requirements I will:

- ✓ Renew ICO registration annually, and make the certificate available to parents and/or carers.
- ✓ Ensure any digital device, mobile, and/or computer has restricted access and is protected by the use of a password or pin number.
- ✓ Ensure that any assistants understands the need to protect children's privacy and the legal requirements relating to children's information.
- ✓ Keep confidential information, such as contracts, parental NI number, parent personal information, child records and medical treatment filed away in a locked cabinet.

- ✓ Enable a regular two-way flow of information with parents and/or carers, and with other early year's providers, if a child is attending more than one setting. (3.68)
- ✓ Seek parental written permission to obtain or share information from other providers, Health Visitor, Early Years Team relating to their child.
- ✓ Ask the parents and/or carers to share a written summary of their child's 2 year progress check provided by me with the Health Visitor or Community Nursery Nurse to inform the Healthy Child Review Programme.
- ✓ Enable Parents and/or carers to inspect all records about their child at any time, provided that no relevant exemptions apply under the Data Protection Act 1998.
- ✓ Obtain parents and/or carers consent to share information directly with other relevant professionals for example: Health Visitor, Early Years Team, other childcare providers.

Please refer to my Learning & Development and working in partnership with parent's policy and procedure.

My responsibilities under The Data Protection Act 1998

The Data Protection Act 1998 covers correct storage and sharing of both manual and electronic information. There are eight principles put in place by the Data Protection Act 1998 to make sure that information is handled properly.

They say that data must be:

1. Fairly and lawfully processed.
2. Processed for limited purposes.
3. Adequate, relevant and not excessive.
4. Accurate.
5. Not kept for longer than is necessary.
6. Processed in line with your rights.
7. Secure.
8. Not transferred to countries without adequate protection.

The Data Protection Act (DPA) 1998 gives parents and carers the right to access information about their child that a provider holds. However, the DPA also sets out specific exemptions under which certain personal information may, under specific circumstances, be withheld from release. For example, a relevant professional will need to give careful consideration as to whether the disclosure of certain information about a child could cause harm either to the child or any other individual. It is therefore essential that all providers/staff in early year's settings have an understanding of how data protection laws operate. Further guidance can be found on the website of the Information Commissioner's Office at:

<https://ico.org.uk/media/for-organisations/register/2709/education-and-childcare.pdf>"

Amendments after the GDPR Policy

- In order to work as your child's carer provider 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. Other information that we collect is not a legal requirement but will help us to do our job as your childcare provider. Honey Pot Childminding will need to process information such as: personal details, family details, life style and social circumstances, financial details, GP contact details, inoculation 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. We 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.
- All information on children and families is kept securely and treated in confidence. Honey Pot Childminding is registered with the Information Commissioner's Office (ICO) and we are 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 safeguarding issue. 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 our 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 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 we learn to you.
- When your child leaves Honey Pot Childminding we will only store information on you or your child for as long as is necessary. Anything we don't need to keep we will delete from our computer or shred. We may hold onto some photographs for our own personal use in albums or displayed in the house. Your child's learning journey will be sent home with you on your last day.
- If you have any complaints with the way you feel we have handled any of your personal data, please speak to us 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.

Signature: