



Childminder Privacy Notice

Childminding Setting Details:

Childminders Name: **Nicola King**

Childminders Contact details: **21 Manaton Close, Helston, Cornwall, TR13 8GB**

Tel: 07786963375

I have a duty to abide by the requirements of the Early Years Foundation Stage (EYFS), the Childcare Register (CR), the General Data Protection Regulation (GDPR) and the Data Protection Bill (DPB).

The EYFS and CR state that I need to collect and keep specific information to help ensure I can meet the needs of your child(ren). I also need to keep information about my income to submit to HM Revenue and Customs. The GDPR and the DPB require me to keep this information confidential and only share with others who have a right or professional need to see it. This is listed in the EYFS Information and Records section 3.68-3.71 and the CR section CR8. (copy/link available to view on request)

Collecting and keeping information about living people is called **data processing**. The GDPR requires that I identify which '**lawful base or bases**' I have for processing the data I need to keep. Some information is considered '**special category data**' because it is of a more sensitive nature. The information I need about your child's health fits in the special category and so I also need to identify the legal reason I have for processing this information.

Legal Bases and why they apply:

- **Legal obligation** - the EYFS and CR state that I must collect and use information.
- **Consent** - If you ask me to keep additional information to that which is required in the EYFS and/or CR. Consent is also needed if we agree to share information/ photographs using social media platforms such as WhatsApp or Facebook. You have the right to withdraw your consent at any time.

- **Vital Interests** – this relates to information that is processed to protect someone’s life. This would be used when it is in the child’s best interests in a medical or child protection situation
- **Contract** – for sending invoices etc.

Special Category Data Conditions:

- **(b)** Processing is necessary for the purposes of carrying out obligations – the EYFS and/or CR/ requires I keep this information

Information Needed

You will be asked to provide some of the information needed and some I will obtain through observing and working with your child(ren). I will not collect or use any information for any purpose that is not part of my role as childminder to your child(ren) unless you specifically ask me to.

Information will include:

About your child:

- Basic information about their name, date of birth, address, routines etc.
- Details about their general health, medication, vaccinations, allergies, dietary requirements etc.
- Information about your child’s likes, dislikes, fears, stage of development, what they enjoy doing and how they learn
- Accident/ medication/ safeguarding children records where appropriate

Other Information:

- Contact details for parents/carers
- Details of who holds Parental Responsibility (evidence needed)
- Details of your child’s doctor and health visitor
- Details of who the child normally lives with and other important people in their life

How information is stored

All information will be stored to maintain confidentiality and prevent access to those who do not have a right to see it.

- Information is kept in a locked filing cabinet/cupboard
- Information is stored where parents and other visitors to the setting can’t access it
- Information is stored on a password protected computer/ laptop/ tablet/ smartphone
- Information is stored on a secure childcare software system that is password protected and parents can only access information about their own child(ren).

Keeping information updated

The GDPR requires that all information is kept up to date. Please let me know if any of your details change. I will also ask you to revisit the information you have provided and update where necessary at regular intervals.

Parental Access

Records of your child's ongoing development and learning will be shared with you as we work together to meet your child(ren)'s learning and development needs. Please feel free to ask to see your child's records at any time.

How long information is stored for and how it is disposed of

General records relating to individual children will be kept until the Ofsted inspection after the child has left my childminding setting. Any Accident/incident/medication records or records of safeguarding concerns will be kept until the child reaches the age of 21 or 24 respectively as recommended in the Limitation Act 1980.

To comply with GDPR, I must destroy all information when it is no longer needed unless you have given me consent to keep them. To do this I will:

- Shred all paper documents
- Delete all documents/ photos etc from computers and other internet enabled devices such as smart phones, tablets etc.
- Electronically shred information using appropriate computer software

Date policy was written	June 2019
Policy review date	June 2020
Action/Amendments to be taken following review	