**Confidentiality & GDPR Policy and Privacy Notice**

NMS Regulation Standard 6 & 10

I will be working with children and families and will sometimes bring them into contact with confidential information. Records about individual children will be kept for a minimum of 3 years, however certain records may be kept for longer according to insurance policy requirements.

I will ensure that all parents/carers feel confident that the confidential information I will obtain will be respected in the following ways:

* Parent(s)/Carer will have access to any files and records of their own children on request but will not have access to information about any other children. I will have to check the identity of the individual making the request.
* All confidential information, relating to children be stored in a lockable filing cabinet in line with the Data Protection Act 2018. This filing cabinet is situated upstairs in the main bedroom of the setting.
* I will not discuss individual children with anyone other than the parent(s)/Carer of that child.
* Information given by parent(s)/carer should not be passed to other adults without permission.
* In cases relating to Child protection investigation/records. These will be kept in a confidential file and should not be shared. The Wales Safeguarding procedures will be followed in such cases.
* The safety and well-being of the child will be of paramount importance.

Upon registration parents will receive a pack which will include certain policies in the way I run my setting. Childminders do not normally have to register with the Information Commissioner under the Data Protection Act 1998. However, I am registered as a Data Controller and I do need to comply with the Data Protection Act and the National Minimum Standards for childminding.

I maintain a record of parent(s)’ and/or emergency contact details, the contact details of the child’s GP and appropriate signed consent forms.

If a child is identified as a child in need (section 17 of the Children Act 1989) I will, normally with the parent’s permission, give appropriate information to referring agencies.

I expect parents to inform me of any changes in the child’s home circumstances, care arrangements or any other change which may affect the child’s behaviour such as a new baby, parents’ separation, divorce or any bereavement. All information shared will be kept confidential and will not be disclosed without the parent(s)’ consent, except as required by law, for example, if there appears to be a child protection issue. Please refer to my Child Protection Policy.

All accidents are recorded in an accident book. All accidents and injuries will be reported to the company providing my public liability policy, however trivial, to enable a claim number to be allocated. These will also be shared with parents so that we can work together to resolve any issues. I will also notify PACEY of any accidents which will result in an insurance claim, e.g. an accident resulting in a hospital or doctor visit. I will also notify CIW and the Health and Safety Executive if required.

**Technology**

Data that is stored electronically is deleted as securely as possible. It may still be possible to retrieve deleted data, so extra care is taken with the disposal of such devices which have been used to store information electronically.

Social media platforms will only be used by myself and is password protected. If a parent has given consent for their child’s picture to be used on the social media and website platform no names will be mentioned. All Smart devices will only be accessed by myself and are all password protected. I have a allocated iPad, laptop and phone which will be used solely for the purpose of LittleCwtch business use. A signed consent form will be within the welcome pack when a child starts.

I do ask that parents/carers also respect the privacy of myself, family and home and will not discuss personal information that I may pass onto yourself with anyone else unless it is a child protection issue.

If I suspect that date has been accessed unlawfully, I will inform relevant parties immediately and report to the Information Commissioners office within 72 hours, and I will keep a record of any data breach. I will investigate any suspected breaches and will take prompt action to correct any areas of concern.

**GDPR**

**Setting’s Name:**

**CIW registration number:**

**ICO membership number:**

It is important that parents read and understand this privacy notice so that you are aware of how and why we are using specific information about your child and what your rights are under the data protection legislation. I am required to hold and use this personal data in order to comply with Childminding and Day Care Regulations (Wales) 2010 and other relevant legislation in Wales as well as support other services such as those funded through my Local Authority.

I will collect, store and use the following personal data about your child:

* Name, date of birth and home address
* Dietary requirements including allergies
* Attendance information
* Photographs and videos
* Emergency contact/procedure details
* Parent’s Consent Form
* Individual Learning Profiles
* Accidents and Incidents
* Observations and Assessment Records

I may also collect, store and use the following “special categories” data:

* Race and Ethnicity
* Siblings names
* Medical conditions
* Child Protection information

I will only use your personal information:

* Where we need to comply with a legal obligation
* To safeguard your child
* To inform planning for your child’s individual needs

I will share your personal information with the following third parties (with your consent):

* Foundation Phase Team – for funding reasons
* Care Inspectorate for Wales – for the safeguarding and well-being of children
* Health Visitor / Doctor
* Schools – for transition reasons
* Social Services/Police (without consent) where child protection is necessary

**Storage and Retention**

* Any information collected about your child is kept confidential and records are kept secure
* Anything that is saved digitally e.g. photographs, are saved in encrypted files on a password protected iPad/Laptop
* Safeguarding and welfare information about your child including attendance will be held until your child is 25 years old.
* Photographs are deleted when your child leaves the setting
* Any learning and development information will be handed over to you when your child leaves the setting
* Any other paperwork and photographs will be shredded, and digital media erased when your child leaves the setting

**Your rights**

Under certain circumstances, by law, you have the right to do the following by contacting the Leader in writing:

* Request access to your child’s file
* Request correction
* Request erasure
* Object to processing
* Request the restriction of processing
* Request the transfer
* Withdraw your consent

**Complaints**

If you need to make a complaint, you can:

* Contact CIW: enquiries@CIW.gov.uk
* Contact LittleCwtch Childminding

E-mail: littlecwtchchildminding@outlook.com

* Contact ICO: <https://ico.org.uk/fororganisations/report-a-breach/>

**Changes to this Privacy Notice**

I reserve the right to update this privacy notice at any time. You will be notified of any changes. It will be reviewed annually in line with our other policies and procedures.

If you have any questions regarding this privacy notice, please contact:

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| This policy was adopted by: Rowan Kennedy-Brown | Date: 10/03/2022 |
| To be reviewed:  | Signed:  |