

CONFIDENTIALITY AND PRIVACY POLICY

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. I will need to process information such as: personal details, family details, lifestyle and social circumstances, financial details, GP contact details, immunisation 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. Any information regarding your child or your family, given to me either verbally or in writing, will be treated as confidential.

All information on children and families is kept securely and treated in confidence. 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. Parents will have access to their own child's records at any time.

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. 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 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.

If you have any concerns regarding this policy, please do not hesitate to contact me.

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Idongesit Akpanuwa
Childminder

This policy is due for review on the following date	01 April 2022
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