

Data Protection Policy

As a registered childminder, I collect personal information about children and their families so that I can provide safe, appropriate childcare and meet my legal and regulatory responsibilities.

I follow the UK GDPR and Data Protection Act 2018 and will:

- Only collect information that I need and have a lawful reason to use.
- Explain why information is collected and how it will be used.
- Keep information accurate and ask parents to check their details regularly.
- Keep information only for as long as necessary.
- Store personal information securely and protect it from unauthorised access.
- Treat sensitive information, such as medical and safeguarding information, with particular care.

I am registered with the Information Commissioner's Office (ICO).

Access to Information

Parents/carers and those with parental responsibility can request access to personal information I hold about themselves or their child, subject to legal and safeguarding requirements. Requests can be made verbally or in writing. I may need to confirm the identity of the person making the request. I will normally respond within one month.

Storage

Paper records will be kept securely, and electronic records will be protected with passwords, and security measures. Any photographs or videos of children will be managed in accordance with my policies and the permissions agreed with parents.

Information Sharing

I will only share personal information when there is a legitimate reason or where I am legally required to do so. This may include sharing information with Ofsted, my local authority, other childcare providers, health professionals, safeguarding agencies, HMRC or my insurer.

I may share information without parental consent where this is necessary to protect a child, in an emergency, or where the law requires me to do so.

I expect parents to respect the privacy and confidentiality of my family, setting and other children and families.