

Confidentiality, Privacy and Data Retention Policy

Will information about my family be kept confidential?

Any information given to me, either verbally or in writing, regarding your child or your family, will be treated as confidential.

I am registered with the Information Commissioner's Office (ICO) and am aware of my responsibilities under General Data Protection Regulations (GDPR) and the [Data Protection Act](#), 2018.

All documentation relating to your child is stored in a file, which is not accessible to any other party. All devices with electronic documents will be password protected and all paperwork will be securely locked away.

Can any information about my child be discussed or shared with anybody outside the setting?

Information about your child will not be discussed with anyone, except those with a legal right to it (e.g. anyone with parental responsibility).

Exceptions can be made where written permission has been given to speak to a named individual either as a one-off or on an ongoing basis, e.g. a grandparent, medical professional, health visitor, etc. Any such permissions can be withdrawn at any time and no further communication will be made.

I will, however, divulge confidential information to my Local Safeguarding Partner and to Ofsted if there appears to be a safeguarding issue that potentially affects a child's welfare and/or safety.

I may also be required to share information with other professionals without parental consent if there is a legitimate safeguarding or welfare need, even if parents/carers refuse to give authorisation.

I am also required by the [Early Years Foundation Stage Statutory Framework](#) to communicate with

other childcare settings, for continuity during transitions and to support partnership working. This will usually be done in an open manner, including parents/carers in all communications.

'Providers must enable a regular two-way flow of information with parents and/or carers, and between providers, if a child is attending more than one setting.'

3.69 [Early Years Foundation Stage Statutory Framework](#)

Am I able to access written records regarding my child?

Under the Freedom of Information Act, parents/carers have the right to request access to their own child's records at any time, using a 'request for information'.

Under the Information Commissioner's Office (ICO) rules, this information must be given to them within 20 working days, with the exception of information related to safeguarding that if shared, could affect a child's safety. For further details of how to make a Subject Access Request, you can visit the [Information Commissioner's Office \(ICO\) website](#).

What is a parent/carer's responsibility regarding confidentiality?

During the course of our working relationship, you will most likely find out information about myself and my family. This information should also be kept confidential in order to respect my family's privacy. Parents/carers should not discuss any personal information they see, hear or are informed about, with anyone else.

How long will records of my child be kept?

Part of the GDPR regulations require childminders to inform parents/carers about how long their personal information will be retained for.

When a child leaves the setting, information about the child and their family will be kept for as long as is required by law or by current guidance and any unnecessary data will be deleted or shredded, unless there is an agreement for it to be stored for longer.

What personal information will routinely be deleted when a child leaves the setting?

Other data will be deleted as soon as a child leaves the setting, unless written permission is obtained, in which case it will be kept securely and only used in ways that permission has been given for (e.g. photographs).

Individual development folders/learning journeys will be given to the parents when the child leaves.

Which information must be kept for an extended period of time?

- Information relating to safeguarding, accidents or incidents will be retained until the child reaches the age of 21 years and 3 months, as required by law. Safeguarding logs are usually passed on to the child's next setting when they leave (school, nursery etc.).
- Contracts, permission forms and any documentation that parents/carers have signed to agree to terms and conditions, should also be kept until the child is 21 years and 3 months.
- All accounting information and funding forms should be retained for six years after the last date contained in the data, for tax purposes.

What additional information can be deleted upon request?

Once a child leaves my setting, I will delete the following information, if requested:

- Contact telephone numbers from my phone
- Any one-to-one messages
- Information that has previously been used/kept with parental permission (e.g. photos)

Can I revoke my permission for additional data to be held?

If permission has been given for taking and using photos or storing other non-essential data, this permission can be withdrawn at any time.

Any such data will be deleted/destroyed by the data handler. They have one calendar month to respond to your request and may take up to an additional two months to process the request, if necessary.

More information about the full rights of members of the public can be found on the [Information Commissioner's Office \(ICO\) website](#).