# Diagram  Description automatically generated

Confidentiality Policy

Rationale

In order to fully cater for children’s individual needs and abide by the requirements of the Early Years Foundation Stage (EYFS) and the Childcare Register, we need to obtain personal information from parents/carers about their child. We respect parents/carers’ privacy and are committed to ensuring that parents/carers can be confident that information will only be used to enhance the welfare of their child and that any information collected will be stored to retain confidentiality according to the GDPR (General Data Protection Regulation) 2018 and UK’s Data Protection Bill 2018.

Procedure

Both written and verbal information gained about children and their families will be treated as confidential and not shared without parents/carers’ permission unless there are concerns regarding child abuse. Sensitive conversations with parents/carers will be conducted outside the hearing of other parents/carers – this may be through an arranged meeting or phone call if not possible when child is collected.

To comply with my legal responsibilities, written information will be shared with Ofsted if requested. This can happen as part of an inspection or at any other time there is a reason for Ofsted to inspect it. Any requests for personal information regarding minded children or families by other parents/carers, childminders or members of the public will be strictly denied.

The GDPR requires us to keep and use all information in a safe and secure way. Confidential records are stored within a locked safe, with only ourselves knowing the passcode.

In the event of a data breach, (ICO describe a data breach as ‘A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data’.) we will keep a record of the breach, and the actions taken to rectify the situation and to prevent it happening again. If it is a risk that is severe enough to risk to people’s rights and freedoms we must notify the ICO within 72 hours. To comply with GDPR parents would be informed of any breach of their data.

Written information will be kept after a child leaves, for six years before being shredded. General records relating to individual children will be kept until the Ofsted inspection after the child has left the childminding setting. Any Accident/medication records or records of safeguarding concerns will be kept until the child reaches the age of 25 respectively as recommended in the Limitation Act 1980.

Parents have the right under the GDPR to see any record of information kept about their child. You can ask to see your child’s records at any time or requests can be made in writing and we must provide the relevant access within 1 month. The only exception to this will be for information that is exempt (For example, information such as some child protection records that would not be in the child’s best interests to provide). To comply with the GDPR there will be no charge for this.

Any information or photographs that are stored on my computer will be protected by a strong password, firewall and virus checker. We have checked if we need to register with the Information Commissioner’s Office (ICO) and have the relevant registration if required. If we keep children’s records on a commercially produced system, I have checked that the site is a ‘secure site’.

We use a video Doorbell to monitor visitors to our home and help reduce the times we have to go to the door as we are able to view and communicate with visitors from a smart phone. We use a Victure video doorbell. Videos captured are recorded when there is movement detected or the bell is rung. In order to access our account, we have enabled a strong password that is needed to log in which helps prevent the account being hacked. Videos of minded children and their families will not be shared without permission, apart from for safeguarding reasons or if requested by Police.

Use of our Victure video doorbell during working hours means that we must have registration with the ICO – registration documentation is available on request. In line with ICO requirements, you are able to request to see any images held at any time and ask for them to be deleted and these must be deleted within one month, unless needed for safeguarding reasons or legal dispute.

**It is likely that you will also find out confidential information about our family through conversation and from spending time in our home. We request that you treat this information as confidential and not share with others without permission.**

**Written By:**

**Louisa Marley and Hannah Marley**

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