



Data Protection Policy

To comply with the conditions of the General Data Protection Regulations (GDPR) and the Information Commissioner's Office, (ICO) to which I am registered as the data handler, I am required to state what data I collect, why I collect your personal data, what it is used for and who I will share it with. This requirement applies to information I collect in relation to Online data processing and Paper data processing. I am also required to inform you how long I must keep it and for what reason.

I will keep all data confidential and only share when consent has been obtained from you except in cases of safeguarding and the welfare of the child where I am obligated to share. (Please see my **Confidentiality policy** and **Safeguarding Policy** for more details)

What data do I collect?

Name, address and contact details of parent/s or person with parental responsibility

Name and contact details of emergency contacts

Name and date of birth of child/ren

Details of any medical conditions/medication

Details of child's GP/Health visitor

Photos of children. With parents signed permission. These are used for sharing with parents, for children's books to take home each year, for displays in my home and my website.

Child's name on artwork

Parents Email address on my computer and mobile phone

Why do I collect your data?

EYFS requirement for children's welfare and safeguarding

Attendance register

Complaints records

To fill out medication forms

To record details of any accidents/incidents whilst in care.

To process invoices

How will I store your data?

Non-confidential paperwork is stored in my office.

Children's records and confidential paperwork is stored in their files in a locked filing cabinet.

On Artwork and pictures displayed in my setting

Attendance register is transferred to secure cupboard when completed

Safeguarding paperwork will be retained in child's file until child is 21 years and 3 months to comply with insurance and LSCB requirements.

Online - computers and mobile phones are password protected and passwords are changed regularly. Virus protection software is always up to date.

Who will I share your data with?

I will only share the data where it is my obligation to under legislation e.g. OFSTED/Social services/local authority/ local safeguarding children's board

Unless it is a case of child protection I will always obtain your permission to share this data

How long will I keep your data?

I am required by my insurance company to keep registers of children's attendance until they are 21 years 3 months old

I am required to keep Accident/Incident reports until children are aged 21 years 3 months old

I am advised to keep contracts and children's record forms for 2 years

Photographs will be deleted when the child leaves the setting unless consent has been obtained to keep them for my personal memories.

Any photographs used for advertising e.g. on my website will also be subject to separate consent.

HMRC information is retained for 6 years.

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.

Consent for data collection and processing as described above

Please sign below to consent to my holding and processing your data as stated in this policy.

Child's name: _____ Date of birth: _____

Parents name: _____

Signed: _____ Date: _____

Childminders name: _____

Signed: _____ Date: _____

Lucy Madge

May 2018