



PRIVACY NOTICE

In accordance with new General Data Protection Regulations (GDPR) May 2018 I am required to inform you of why, where and how we gather and store any personal information about your family and your child.

The new legislation requires childminders to obtain permission from parents to gather, store and share information about their child. As a childminder setting I require the following information:

- Child's name & DOB
- Family address
- Parents contact details
- Emergency contact details
- Drs name and contact details
- Any medical details including allergies
- Any other relevant information

I keep paper records of all children's information and development and am beginning to also store this information electronically too. These details will be stored securely in a locked filing cabinet and will not be accessed or viewed by anyone other than myself without parent's permission. Parental permission will be required to share any information with outside agencies such as Preschool, school, health visitors etc unless informing parents would place the child in immediate danger, in this case information would be shared without parental permission.

I am also required under Ofsted regulations to record your child's development throughout the EYFS, this includes taking photographs to use in the child's learning journal. Permission will be sought from parents for their own child's picture to be included in other children's learning journeys on the understanding that once that child leaves the photos then become the property of that child's parents and we no longer have responsibility for them. This is because under the new GDPR legislation a parent can now withdraw permission for us to store, use or keep any photos or personal information on a child. Any information pertaining to accident or incidents involving a child in our care has to be kept until a child reaches 21 years and 3 months of age will not be included in the withdrawal of permission as we are required by Ofsted and our insurance to keep this information.

We are now also required to have parental permission in the methods we use to contact you and share information. I store parent's mobile numbers on my mobile phone and will continue to use this method to contact you unless told otherwise. I use whatsapp to share photos and information with parents and will continue to use this method unless informed otherwise by a parent.



Childminders

signature_____

Date_____

Parent's signature_____ Date_____