



Debs Powell Childminding

Privacy Notice

(April 2018)

I take your privacy seriously, and, in accordance with the General Data Protection Regulations, I will commit to the following:

I will be asking for personal data about you and your children in order to deliver a childcare service to you. I must have a legal basis for collecting this data and there are six lawful bases:

- a. Consent: The Individual has given clear consent for you to process their personal data for a specific purpose.
- b. Contract: The processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract,
- c. Legal Obligation: The processing is necessary for you to comply with the law (not including contractual obligations).
- d. Vital Interests: The processing is necessary to protect someone's life.
- e. Public Task: The processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- f. Legitimate Interests: The processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

I will be processing your data under the following bases:

- Consent
- Contract
- Legal Obligation

Where I require consent, I will provide a way for you to positively make a decision about the information that you make available and how this is shared.

This information will be collected as part of the child's registration and induction to Apple Trees Club. I will be asking for this information verbally and on paper forms. I will ask for you for this information at regular intervals to ensure that it is up-to-date. I will do this by asking you to complete and return a data form (Registration Update Form) or by signing your existing Registration Form to indicate all details are still relevant and up-to-date.

The information that we require will be:

- Child's name
- Child's date of birth
- Child's age
- Child's address
- Parents' name, addresses, contact numbers
- Who has parental responsibility for the child

- Emergency contact names, addresses and contact number
- Child's doctor's name and contact number
- Health visitor
- Child's NHS number
- Any allergies / medical history / requirements
- Information about immunisations
- Any special educational needs or disabilities
- Ethnic group
- Religion
- Home language
- Child's likes and dislikes

I am required to hold and use this personal data in order to comply with the statutory framework for England, Ofsted, the Department for Education and Somerset County Council early years team. This data will be used to:

- Support your child's development
- Monitor and report on your child's progress
- Share information about Apple Trees Club
- Contact named people in an emergency
- Share with other professionals in accordance with legislation
- Ensure a contract of service is delivered and maintained

With your permission this data may be, when necessary, shared with:

- Other professionals supporting your child e.g. school or other educational professionals
- Somerset County Council
- The local safeguarding children's board or Social Services Referral and Assessment Team if we ever have any concerns about the safety of your child
- Ofsted

If you want to see a copy of the information I hold and share about you or your child (Registration Form), then please contact me.

I am required by law to keep some information about your child for a period of time after a child has left my childminding setting. I will keep a record of this and dispose securely at the correct time. Please see our Data Protection Policy for further information on data sharing, safe storage and your rights to access your data.

Child(ren)'s Name(s):

Parent's Signature:

Date:



Debs Powell Childminding Data Protection Policy

In order to provide a high quality childcare service and comply with legislation, I will need to request information from parents about their child and family. Some of this is personal data.

I take families' privacy seriously, and, in accordance with the General Data Protection Regulations (GDPR), will process any personal data according to the seven principles below:

1. I have a lawful reason for collecting personal data, and must do it in a fair and transparent way. I will be clear about what data I am collecting and why.
2. I will only use the data for the reason it is initially obtained. This means I will not use a person's data to market a product or service to them that is unconnected with the reasons for which they shared the data with us in the first place.
3. I will not collect any more data than is necessary. I will only collect the data we need to hold in order to do the job for which I have collected the data.
4. I will ensure that the data is accurate, and ask parents to check annually and confirm that the data held is still accurate.
5. I will not keep the data any longer than needed. I must only keep the data for as long as is necessary to complete the tasks it was collected for.
6. I will protect the personal data. I am responsible for ensuring that I process and store the data securely.
7. I will be accountable for the data. This means that I will be able to show how I am complying with the law.

Procedure

I am registered with the Information Commissioner's Office, the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy of individuals.

I expect parents to keep private and confidential any sensitive information they may accidentally learn about me and my assistants and our families, or other children and families attending my childminding setting, unless it is a child protection issue.

I will be asking parents and carers for personal data about themselves and their children in order to deliver a childcare service (please see our Privacy Notice). I am required to hold and use this personal data in order to comply with the statutory framework for the early years' foundation stage, Ofsted, Department for Education and Somerset County Council.

Subject Access

Parents have the right to inspect records about their child at any time. This will be provided without delay and no later than one month after the request, which should be made in writing to me as Data

Controller. I will ask parents to regularly check that the data is correct and update it where necessary.

Storage

I will keep all paper based records about children and their families securely.

When I keep records relating to individual children on a computer, including digital photos, I will obtain parents' permission. I will store the information securely with password protection.

Backup files will be stored on a backup drive locked in a secure safety box. Firewall and virus protection software are in place.

Information Sharing

I am expected to share information if a child also attends another setting or school.

I may also be required to share information with Somerset County Council in regards to childcare and early years entitlements.

I will not share information with anyone without parents' consent, unless there is a child protection concern.

Ofsted may require to access our records at any time.

Record Keeping

I record all accidents in an accident book.

I will notify our insurers of any accident which may result in an insurance claim.

I will inform Ofsted, Somerset County Council, and the Health and Safety Executive of any significant injuries, accidents or deaths as soon as possible.

I record all significant incidents in an incident book and I share these with parents so that together we can work to resolve any issues.

I will only share information if it is in the child's best interests to do so. For example in a medical emergency I will share medical information with a healthcare professional. If I am concerned about a child's welfare I have a duty of care to follow the Local Safeguarding Children Board procedures and make a referral. Where possible I will discuss concerns with parents before making a referral.

Safe Disposal of Data

I am required by law to keep some data for some time after a child has left my childminding setting. I have a review plan in place to ensure that any data is disposed of appropriately and securely.

Suspected Breach

If I suspect that data has been accessed unlawfully, I will inform the relevant parties immediately and report to the Information Commissioner's Officer within 72 hours. I will keep a record of any data breach.

Related policies

See also: **Privacy Notice, Child Protection**

This policy supports safeguarding and welfare requirements

This policy was adopted by: Debs Powell	Date: April 2018
To be reviewed:	Signed: