Confidentiality Policy

In order to provide a high quality care service which caters for children’s individual needs it is necessary for me to obtain personal information from parents / carers about their child. I understand that some of this information may be sensitive and I therefore use strict data collection and processing procedures in order to ensure confidentiality. I am registered with the Information Commissioners Office as a data controller and have a Privacy Notice in place which explains in detail my data collection, processing and storage procedures.

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

I will never discuss your child with others without your permission however, certain situations may require me or my assistant to share information. These situations include:

* As evidence to CIW on request or inspection.
* To work efficiently with my assistant and ensure continuity of care.
* To seek advice from other professionals for example to assist with additional support or medical needs.
* To support transition when a child is moving onto a new setting or to support wellbeing and development where there is to be a shared care arrangement.
* To apply for funding / early years entitlement

Only in exceptional circumstances, for example in an emergency situation or where there are safeguarding concerns, will information be shared without consent in order to inform the emergency services, alert the local safeguarding team or notify the police. Please refer to my *Safeguarding and Child Protection Policy* for further information about my child protection procedures.

I will share information regularly with parents regarding children’s daily activities and their learning and development progress. I use the Minding Kids App for daily diaries and ask for parent’s permission before adding their child(ren) to this App. In addition to this, parents have the right to request access to information, for example to have a closer look at their child’s learning and development folder. Parents will only have access to their own child’s records and any requests for access are recorded. Any documentation containing personal or sensitive information is stored either in a lockable file or on my computer which is secured with a password and virus protection.

Any information held on an electronic device (computer, camera, phone etc.) is password protected. I do use Google cloud storage for some data, but this is only accessible to myself, my assistant and my emergency contact, Claire Lowe, who is also a registered childminder.

All telephone conversations between parents and myself will, where possible, be carried out in the evening, when the children and/or other parents are not in a position to overhear.

As the data controller, I am responsible for keeping sensitive data about children, their families and members of staff secure. If there is a data breach – a loss of personal data – I will do the following:

1. The data breach will be recorded on a Data Breach Record Form
2. If the data breach will risk ‘rights or freedoms’, then I will report the breach within 72 hours to the ICO
3. I will also report the breach to the relevant parents and provide them with information on how they can protect themselves.
4. An investigation will be carried out on how the data breach occurred and my Privacy Impact Assessment will be updated accordingly to prevent such an event happening again.

During the course of our relationship, it is likely that you will also find out confidential information about me and my family. I would be very grateful if you could also respect our confidentiality and do not share information with others without permission.

This policy was designed by Little Rosebuds with regard to the following legislation.

**The National Minimum Standards for regulated Childcare for children up to the age of 12 years**

* Standard 5: Parents and CIW have access, as appropriate, to a full range of records maintained by the registered person for the smooth running of the setting
* Standard 6: Parents are kept fully informed about their child’s activities, achievement and progress

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| Date this document was last updated – | 25/04/25 – added in bits about Minding Kids App |
| Dates reviewed – | ~~25/04/25~~, 17/06/25 |
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