

Confidentiality and Privacy Policy

Why do we collect and use information?

We are legally obliged to collect certain information about you and your child to comply with the requirements of the EYFS and to maintain accounts and records. Other information that we collect is not a legal requirement but will help us to do our job as your childminder to ensure we meet the needs of your child.

We will need to process information such as: personal details, family details, life style and social circumstances, financial details, GP contact details, inoculation details, allergy details and digital photographs. We also process sensitive classes of information that may include racial or ethnic origin, religious or other beliefs, and physical or mental health details. We have a legal requirement to collect and process some of this personal information about you and your child.

Making Memories process and keep personal information on you and your child in accordance with the General Data Protection Regulations 2018.

We use this data to:

- Support children's learning.
- Make assessments on children's development.
- Safeguard the children in our care in accordance with relevant legislation.
- Comply with Government legislation.
- Assess the quality of our services.
- Contact you regarding your child.

We hold and share two kinds of records on children attending our setting.

Developmental Records.

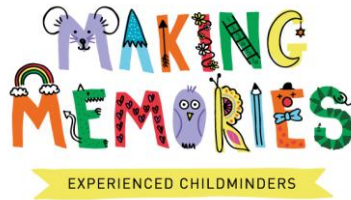
These include:

- Developmental information collected prior to the child starting at the setting.
- A copy of the child's Two-Year-Old Progress Check.
- Observations of children in the setting, photographs, video clips, samples of work and developmental assessment records.
- A summary of the child's EYFS profile report.

Personal Records

These include:

- Personal details – including the information provided on the child's registration form and any consent forms and characteristics such as ethnicity, language and nationality.
 - Contractual matters – including the child's days and times of attendance, a record of the child's fees and/or funding entitlement, any records of fee reminders and/or disputes



- Emergency contact details – including those people, other than parents/guardians with authorisation to collect the child from the setting.
- Children's health and well-being – including discussions about every day matters regarding the health and well-being of the child with the parent/guardian, records of accidents and medication records.
- Safeguarding and child protection concerns – including records of all welfare and protection concerns and our resulting actions, meetings and telephone conversations about the child and any information regarding a Looked After Child.
- Early support and SEN – including any focussed intervention provided by our setting, a record of the child's ISP and, where relevant, their Statement of Special Education Need.
- Correspondence and reports – including letters and emails to and from other agencies and any confidential reports relating to specific children

All information on children and families is kept securely and treated in confidence. We are registered with the Information Commissioner's Office (ICO) and are aware of our responsibilities under General Data Protection Regulations (GDPR). In general, the confidential information we have on file will only be shared if you give permission or there appears to be a child protection issue. We will only share information about your child with you and people who share parental responsibility; your child's other carers, other professionals working with your child, or with the police, social services, local or central government including Ofsted. All details will be kept confidential and records are kept secure. You have a right to access any of the information that we hold on you or your child at any time provided the request is in writing.

If your child attends nursery or another setting while in our care, or arrives from nursery, school or another setting, then we will need to be able to share appropriate information between each other. This two way flow of information will help your child to make the transition between carers. It will also keep you informed about anything you need to know that you weren't there to hear yourself. You will need to sign to say you are happy for me to share information about your child in this way, and to pass along any information I learn to you.

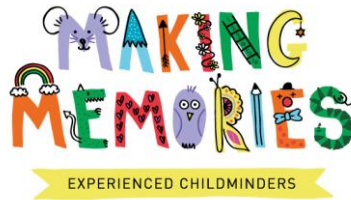
We retain their records for 7 years after your child has left the setting, except records that relate to an accident or child protection matter. These are kept until the child reaches the age of 21 years or 24 years respectively

We may hold onto some photographs for my own personal use in albums or displayed in the setting. Your child's learning journey will be sent home with you on your last day.

Sharing Information

The information that you provide to us, whether mandatory or voluntary, will be regarded as confidential. We do not share information about your child with anyone without consent unless the law and our policies allow us to do so. We routinely share information without consent with:

- Schools that children attend after leaving us.

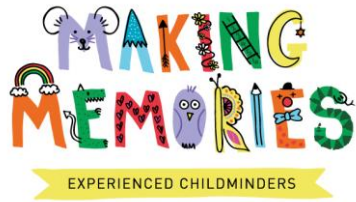


- Our local authority for the purposes of the Early Education Entitlement for 2, 3 and 4 year olds and the Early Years Census.
- the Department for Education (DfE) as part of statutory data collections.

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, when:

- There is evidence that the child is suffering, or is at risk of suffering significant harm.
- There is reasonable cause to believe that a child may be suffering, or is at risk of suffering, significant harm.
- It is to prevent significant harm arising to children, young people or adults, including the prevention, detection and prosecution of serious crime.

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.



Policy adopted by Making Memories
Date: August 2018
Reviewed: April 2020, August 202