



Childminder Privacy Notice

Childminder Setting Details

Childminder's Name

Rosie Beer

Childminder's Contact Details

Lower Orleigh Lodge, Buckland
Brewer, Bideford, EX39 5EH

I have a duty to abide by the requirements of the Early Years Foundation Stage (EYFS), the General Data Protection Regulation (GDPR) and the Data Protection Bill (DPB). In this setting, I work with a childminding assistant.

The EYFS states that we need to collect and keep specific information to help ensure we can meet the needs of your child(ren). The GDPR and the DPB require us to keep this information confidential and only share with others who have a right or professional need to see it. This is listed in the EYFS Information and Records section (copy/link available to view on request).

Collecting and keeping information about living people is called **data processing**. GDPR requires that we identify which '**lawful base or bases**' we have for processing the data we need to keep. Some information is considered '**special category data**' because it is of a more sensitive nature. The information we need about your child's health fits in the special category and so we also need to identify the legal reason we have for processing this information.

The GDPR state that a **Data Controller** is responsible for the collection and use of information but that others can assist with this as members of staff or **Data Processors**, under strict instruction of the Data Controller.

In this Setting

Name of Data Controller

Rosie Beer

Name(s) of Data Processors / Staff Members

Rosie Beer
Jade Whattingham

Legal Bases and why they apply:

Legal obligation - the EYFS states that we must collect and use specific information.

Consent - If you ask us to keep additional information to that which is required in the EYFS. Consent is also needed if we agree to share information/ photographs using social media platforms such as WhatsApp or Facebook.

Vital Interests – this relates to information that is processed to protect someone’s life. This would be used when it is in the child’s best interests in a medical or child protection situation.

Contract – for sending invoices etc.

Special Category Data Conditions:

(b) Processing is necessary for the purposes of carrying out obligations – the EYFS requires we keep this information.

Information Needed

You will be asked to provide some of the information needed you and some we will obtain through observing and working with your child(ren). We will not collect or use any information for any purpose that is not part of our responsibility to your child(ren) unless you specifically ask us to.

Information will include:

About your child:

Basic information about their name, date of birth, address, routines etc.

Details about their general health, medication, vaccinations, allergies, dietary requirements etc.

Information about your child’s likes, dislikes, fears, stage of development, what they enjoy doing and how they learn

Accident/ medication/safeguarding children records where appropriate

Other Information:

Contact details for parents/carers

Details of who holds Parental Responsibility (evidence needed)

Details of your child's doctor and health visitor

Details of who the child normally lives with and other important people in their life

How information is stored

All information will be stored to maintain confidentiality and prevent access to those who do not have a right to see it.

- Information is stored where parents and other visitors to the setting can't access it
- Information is stored on a password protected computer/laptop/tablet/smartphone
- Information is stored on a secure childcare software system that is password protected - and parents can only access information about their own child(ren).

General records relating to individual children will be kept until the Ofsted inspection after the child has left the childminding setting. Any Accident/medication records or records of safeguarding concerns will be kept until the child reaches the age of 21 or 24 respectively as recommended in the Limitation Act 1980.

Keeping information updated

The GDPR requires that all information is kept up to date. Please let me know if any of your details change. We will also ask you to revisit the information you have provided and update where necessary at regular intervals.

Parental Access

Records of your child's ongoing development and learning will be shared with you as we work together to meet your child(ren)'s learning and development needs. Please feel free to ask to see your child's records at any time.