



Data protection policy

As a childminder you hold and get to know a lot of information about the children you care for and also about their families and social situation. . There are Acts in place to ensure any information held is stored and used correctly.

Parents will be made aware of all records that are kept about their children and why. Such information may give a greater understanding of a child's needs and enable me to provide a better quality of care. However I will carefully consider the responsibility in relation to sharing such information.

'The Data Protection Act contains eight "data protection principles". These specify that personal data must be

1. Processed fairly and lawfully
2. Obtained for specified and lawful purposes
3. Adequate, relevant and not excessive
4. Accurate and up-to-date
5. Not kept any longer than necessary
6. Processed in accordance with the "data subject's" (the individual's) rights
7. Securely kept (for example, password-protected for data held in a computer file, under lock and key for paper records)
8. Not transferred to any other country without adequate protection in situ'. (Data protection, NCMA business fact sheet 6)

The National Childminding Association suggests that when handling, collecting, processing or storing personal data childminders should:

Ensure all personal data is accurate and up-to-date

Errors are corrected effectively and promptly

The data is securely destroyed (shredded) when it is no longer needed. (I will aim to keep photos on my computer no longer than 1 month.)

The personal data is kept secure at all times. (Any data will be kept in a secure place away from visitors, children and other parents.)

The Data Protection Act is considered when setting up new systems or when considering use of the data for a new purpose (note that this may affect the existing registration with the ICO.

As a childminder I will always

Ensure privacy and confidentiality:

I am a member of the ICO and will renew my subscription yearly

I will respect the children in my care, their parents/carers and the information I have access to.

I acknowledge that children and their parents/carers would not wish information they shared to be further disclosed.

I accept, as a professional childminder the need to protect the confidentiality of personal information disclosed.

I recognise that children and parents have a right to expect that confidentiality is always maintained.

I will engage in conversation with caution when discussing day-to-day experiences with colleagues or other childminders.

I will share and pass on information/records of a child only to those who need to know.

Parents will have access to their own child's records but not to others.

Records will be kept in a secure place, out of sight and reach of other children, parents, visitors etc.

Certain records will be kept after a child has left the setting. This could information such as paper work relating to medical accidents/incidents. These will be stored securely but need to be kept for 24 years.