

# Confidentiality Policy and Procedure

I will meet the EYFS requirements by:

- Developing a professional relationship with all parents and/or carers; treating information shared with me as confidential (unless this compromises a child's safety or welfare, in which case I will be required to disclose sensitive and confidential information to appropriate agencies).
- Holding confidential information and records about children and assistants in a secure place; and only be accessible and available to those who have a right or professional need to see them. (3.69)
- Complying with my responsibilities under the Data Protection Act (DPA) 1998 and where relevant the Freedom of Information Act 2000. (3.69)

Childminders are required to register with The Information Commissioners' Office (ICO) under the Data Protection Act 1998, if they keep any of the following information:

1. Children's records on a computer.
2. Digital photographs on a camera or any other digital device such as a mobile phone or any visual/audio equipment.

To be compliant with these requirements I will:

- Renew ICO registration annually, and make the certificate available to parents and/or carers.
- Ensure any digital device, mobile, and/or computer has restricted access and is protected by the use of a password or pin number.
- Ensure that my assistant understands the need to protect children's privacy and the legal requirements relating to children's information.
- Keep confidential information, such as contracts, parental NI number, parent personal information, child records and medical treatment filed away in a locked cabinet.
- Enable a regular two-way flow of information with parents and/or carers, and with other early year's providers, if a child is attending more than one setting. (3.68)
- Seek parental written permission to obtain or share information from other providers, Health Visitor, Early Years Team relating to their child.
- Ask the parents and/or carers to share a written summary of their child's 2 year progress check provided by me with the Health Visitor or Community Nursery Nurse to inform the Healthy Child Review Programme.
- Enable Parents and/or carers to inspect all records about their child at any time, provided that no relevant exemptions apply under the Data Protection Act 1998.

- Obtain parents and/or carers consent to share information directly with other relevant professionals for example: Health Visitor, Early Years Team, other childcare providers.

**Please refer to my Learning & Development and working in partnership with parent’s policy and procedure.**

**My responsibilities under The Data Protection Act 1998**

The Data Protection Act 1998 covers correct storage and sharing of both manual and electronic information. There are eight principles put in place by the Data Protection Act 1998 to make sure that information is handled properly.

They say that data must be:

1. Fairly and lawfully processed.
2. Processed for limited purposes.
3. Adequate, relevant and not excessive.
4. Accurate.
5. Not kept for longer than is necessary.
6. Processed in line with your rights.
7. Secure.
8. Not transferred to countries without adequate protection.

**The Data Protection Act (DPA) 1998** gives parents and carers the right to access information about their child that a provider holds. However, the DPA also sets out specific exemptions under which certain personal information may, under specific circumstances, be withheld from release. For example, a relevant professional will need to give careful consideration as to whether the disclosure of certain information about a child could cause harm either to the child or any other individual. It is therefore essential that all providers/staff in early year’s settings have an understanding of how data protection laws operate. Further guidance can be found on the website of the Information Commissioner’s Office at:

<https://ico.org.uk/media/for-organisations/register/2709/education-and-childcare.pdf>”

Name of Childminder: .....

Signature of Childminder: .....

Date: .....