

## **Kiddy Academy Confidentiality Policy**

In order to ensure that I am compliant with the GDPR as well as the EYFS, it is essential that I inform parents/carers of how I am going to do this. The EYFS is clear about the data that I must collect in order to ensure that the safeguarding and welfare requirements are met as well.

When your child begins care in our setting, it is essential that I obtain the necessary data pertaining to your child's personal circumstances and developmental milestones as this will allow us to provide your child with the best possible care and education whilst attending our setting. I am obliged by law to ensure that I collect specific information in line with the EYFS 3.72 where it states:

3.72 Providers must record the following information for each child in their care; full name, date of birth, name and address of every parent/carer who is known to the provider (and information about any other person who has parental responsibility for the child); which parent/carer the child normally resides with; and emergency contact details for parent/carers.

I am also legally obliged to make information available on the following under 3.73 of the EYFS:

- How the EYFS is being delivered in my setting
- How parent/carers can access the information on their child

Further to this and under the obligations that childcare providers have with the EYFS I must collect and process specific information. 3.68 -3.71 of the EYFS states:

3.68 Providers must maintain records and obtain and share information (with parents and carers, other professionals working with the child, the police, social services, and Ofsted to ensure the efficient management of the setting, and to help ensure the needs of all children are met. Providers must enable a regular two-way flow of information with parent/carers, and between providers, if a child is attending more than one setting. If requested, providers should incorporate parent/carers comments into children's records.

3.69 Records must be easily accessible and available (with prior agreement from Ofsted ) Confidential information and records about staff and children must be held securely and only accessible and available to those who have a right or professional need to see them. Providers must be aware of their responsibilities under THE GDPR from May 25<sup>th</sup>, 2018 and where relevant Freedom of Information Act 2000.

### **Confidentiality Procedures in my setting**

- ✓ I will ensure that any information gained from parent/carers is kept completely confidential. This includes written and verbal data exchanges. Both your data and your child's data will be kept confidential and will only be shared with your consent. We have devised various forms for parents to fill in so that you are fully aware of who I may

share data with, again your consent will be gained. The only exception where I may be unable to share specific data with you is in the case of a child protection breach, in this case, I am legally obliged to share with the relevant authorities to ensure that the welfare and safety of the child are attended to.

- ✓ In the event that I would need to share sensitive data with parents and carers, such meetings will be taken in private in order to protect the privacy of yourself and your child. I will never share sensitive data with anyone unless I feel a child is at risk of harm or emotional abuse.
- ✓ As part of my role as a childcare provider, I am obliged to comply with the EYFS and share certain information with Ofsted. I will be inspected, and Ofsted will ask me to demonstrate how I am meeting the requirements of the EYFS. This will mean that they will look at any data I have collected on your child.
- ✓ Only parents/carers (those with parental responsibility) may be given access to their child's data. Under no circumstances will data be released to anyone than those with parental responsibilities.
- ✓ When a child leaves our setting, I will keep a certain amount of data on your child. You can request that I destroy that data in accordance with the right of erasure. However, there is some data that I am legally obliged to keep for a stipulated amount of time. Data that is not required to be kept by law can be returned to parents/carers on request, if not requested this will be destroyed in line with the GDPR.
- ✓ All development and learning data will be shared with all parents/carers in order to ensure we are best meeting the individual needs of the child. I will ensure that there is a two-way flow of information and I will do this with regular meetings in order to discuss child's progress and development.
- ✓ All photographs and data that I hold on your child will be stored on a password encrypted computer. I will always seek parental permission if wishing to use photographs for marketing purposes and this includes the use of photographic data on my website or social media platform page. Parents have the explicit right not to consent and to withdraw consent at anytime.
- ✓ I will keep all your child's personal data securely and only those with a professional need to have access to it will access to this. Information will be made available to parents on request.
- ✓ Any photographic information or data that is saved on any mobile devices including iPad, tablet, and phone are password protected. This also includes photographs/data that are stored in the cloud.
- ✓ I have registered with the Information Commissioner's Office.

If you would like to discuss this in further detail, please do not hesitate in contacting me. I am happy to discuss any concerns that you may have



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Review date: 16.01.18	Date of next review: 16.01.19