



Confidentiality and Data Retention Policy

Keeping Information Confidential

Any information given to me or any staff members, either verbally or in writing, regarding your child or your family, will be treated as confidential.

We are registered with the Information Commissioner's Office (ICO) and are aware of our responsibilities under General Data Protection Regulations (GDPR) and the Data Protection Act, 2018. All staff members will also be aware of and be required to agree to these terms as part of their contract.

All documentation relating to your child is stored in a file, which is not accessible to any other party, except where necessary (e.g. by other staff). All devices with electronic documents will be password protected and all paperwork will be securely locked away.

Discussing information about children outside our setting

Information about your child will not be discussed with anyone, except those with a legal right to it (e.g. anyone with parental responsibility) and staff members to whom the information is relevant.

Exceptions can be made where written permission has been given to speak to a named individual either as a one-off or on an ongoing basis, e.g. a grandparent, medical professional, health visitor, etc. Any such permissions can be withdrawn at any time and no further communication will be made.

We will, however, divulge confidential information to the Local Safeguarding Partner, to Ofsted and/or the police if there appears to be a safeguarding issue that potentially affects a child's welfare and/or safety.



We may also be required to share information with other professionals without parental consent if there is a legitimate safeguarding or welfare need even if parents/carers refuse to give authorisation.

We are also required by the Early Years Foundation Stage Statutory Framework for Childminders to communicate with other childcare settings, for continuity during transitions and to support partnership working. This will usually be done in an open manner, including parents/carers in all communications.

Can Parents access written records regarding their child?

Under the Freedom of Information Act, parents/carers have the right to request access to their own child's records at any time, using a 'request for information'.

Under the Information Commissioner's Office (ICO) rules, this information must be given within 20 working days, with the exception of information related to safeguarding that if shared, could affect a child's safety. For further details of how to make a Subject Access Request, you can visit the Information Commissioner's Office (ICO) website.

What is a parent/carer's responsibility regarding confidentiality?

Part of the GDPR regulations require childcare staff to inform parents/carers about how long their personal information will be retained for.

When a child leaves the setting, information about the child and their family will be kept as is required by law or by current guideline and any unnecessary data will be deleted or shredded, unless there is an agreement for it to be stored or longer.

What Personal Information will routinely be deleted when a child leaves the setting?



Other data will be deleted as soon as a child leaves the setting, unless written permission is obtained, in which case it will be kept securely and only used in ways that permission has been given for (e.g. photographs). Learning/development records, Progress Checks and observation notes (where applicable) will be given to the parents/carers when the child leaves the setting.

What information must be kept for an extended period of time?

Some information must be kept on record for extended periods and this may include information related to children and their families.

Financial records must be kept for six years from the last date contained in the information, as these may be required by HMRC for tax purposes.

This may include information such as:

- Attendance registers
- Funding paperwork

Safeguarding records must be kept until the child reaches the age of 21 years and 3 months, as required by law. This may include information such as:

- Accident, injury and incident records
- Physical intervention and incident records
- Medication records

*Safeguarding records of concern are usually passed on to the child's next setting when they leave (school, nursery etc.).

**Safeguarding records for Looked After Children must be kept until they are 75 years of age.

Other contractual records must be kept until the child reaches the age of 21 years and 3 months, as required by law. This may include information such as:

- Contracts and termination requests
- Permission forms and signature sheets



What additional information can be deleted upon request?

- Once a child leaves our setting, we will delete the following information
- Contact telephone numbers from our computer
- Any one-to-one messages
- Information that has previously been used/ kept with parental permission (e.g. photos)

Can parents revoke permission for additional data to be held

If permission has been given for taking and using photos or storing other non-essential data, this permission can be withdrawn at any time. Any such data will be deleted/ destroyed by the data handler. They have one calendar month to respond to your request and may take up to an additional two months to process the request, if necessary. More information about the full rights of members of the public can be found on the Information Commissioner's Office (ICO) website.