

Confidentiality Policy

Rationale

In order to fully cater for children's individual needs and abide by the requirements of the Early Years Foundation Stage (EYFS) and the Childcare Register, we need to obtain personal information from parents/carers about their child. We respect parents/carers' privacy and am committed to ensuring that parents/carers can be confident that information will only be used to enhance the welfare of their child and that any information collected will be stored to retain confidentiality according to the GDPR (General Data Protection Regulation) 2018 and UK's Data Protection Bill 2018.

Procedure

Both written and verbal information gained about children and their families will be treated as confidential and not shared without parents/carers' permission unless there are concerns regarding child abuse. Sensitive conversations with parents/carers will be conducted outside the hearing of other parents/carers – this may be through an arranged meeting or phone call if not possible when the child is collected.

To comply with our legal responsibilities, written information will be shared with Unique Support Early Years if requested. This can happen as part of an inspection or at any other time there is a reason for Unique Support Early Years to inspect the information. Any requests for personal information regarding minded children or families by other parents/carers, childminders or members of the public will be strictly denied.

The GDPR requires us to keep and use all information in a safe and secure way. Confidential records are stored in a password protected digital file storage system which is only accessible to authorised members of staff.

In the event of a data breach, (ICO describe a data breach as ‘A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data’.) We will keep a record of the breach, and the actions taken to rectify the situation and to prevent it happening again. If it is a risk that is severe enough to risk to people’s rights and freedoms we must notify the ICO within 72 hours. To comply with GDPR parents would be informed of any breach of their data.

Written information will be kept after a child leaves for the amount of time stipulated by Unique Support Early Years and/or the setting’s insurance provider before being shredded. General records relating to individual children will be kept until the Unique Support Early Years 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.

Parents have the right under the GDPR to see any record of information kept about their child. You can ask to see your child’s records at any time or requests can be made in writing and we must provide the relevant access within 1 month. The only exception to this will be for information that is exempt (For example, information such as some child protection records that would not be in the child’s best interests to provide). To comply with the GDPR there will be no charge for this.

Any information or photographs that are stored on our computer will be protected by a strong password, firewall and virus checker. We are registered with the ICO.

1. Purpose of Processing

We utilize a smart video doorbell at the main entrance of the setting. The primary purposes for using this device are:

- **Safety & Security:** To monitor the arrival of visitors and ensure the safety of children in our care.
- **Crime Prevention:** To deter unauthorised access and protect the premises.

2. Data Capture and Storage

In accordance with ICO guidelines, we ensure that the device is positioned to minimize the capture of public spaces (such as public pavements or neighbor's gardens) where possible.

- **Storage:** Video footage is stored securely on a password-protected cloud server or encrypted local storage.
- **Retention:** Footage is automatically deleted after **30** days, unless a specific incident requires it to be saved for legal or insurance purposes.

3. Privacy and Access

- **Third-Party Sharing:** Footage is strictly confidential. It will never be shared on social media or with third parties, except where there is a legal obligation to do so (e.g., a police investigation).
- **Parental Privacy:** We do not use the "Live View" or audio functions to monitor parents or children during drop-off and pick-up, except to identify who is at the door before opening it.
- **Subject Access Requests:** Under UK GDPR, any individual (including parents) captured on camera has the right to request access to the footage of themselves, provided it has not already been deleted.

Date of next review: February 2027.