



Registration Number EY262887

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

When your child begins care in our setting, it is essential that we 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. We are obliged by law to ensure that we 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/carers the child normally resides with; and emergency contact details for parents/carers.

We are 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 parents/carers can access the information on their child

Further to this and under the obligations we must collect and process specific information. 3.68 -3.71 of the EYFS states:

Reviewed: January 2021

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 or the Childminder agency with which they are registered, as appropriate) 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 parents/carers, and between providers, if a child is attending more than one setting. If requested, providers should incorporate parents/carers comments into children's records.

3.69 Records must be easily accessible and available (with prior agreement from Ofsted /childminder agency...) 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 Data Protection Act 1998 - (NOW THE GDPR from May 25th. 2018) and where relevant Freedom of Information Act 2000.

Confidentiality Procedures in our setting

- Our setting will ensure that any information gained from parents/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 any data that we may share data with third parties, again your consent will be gained. The only exception where we may be unable to share specific data with you is in the case of a child protection breach, in this case, we are 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 we 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. We will never share sensitive data with anyone unless we feel a child is at risk of harm or emotional abuse.
- As part of our role as a Registered provider of care, we are obliged to comply with the EYFS and share certain information with Ofsted/Childminder agency. We will be inspected, and Ofsted will ask our setting to demonstrate how we are meeting the

requirements of the EYFS. This will mean that they will look at any data our setting has 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, we will keep a certain amount of data on your child. You can request that we destroy that data in accordance with the right of erasure. However, there is some data that we are 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 to ensure we are best meeting the individual needs of the child. We will ensure that there is a two-way flow of information and we will do this with regular meetings to discuss child's progress and development.
- We will always seek parental permission if wishing to use photographs for marketing purposes. Parents have the explicit right not to consent and to withdraw consent at any time.
- We will keep all your child's personal data in a securely locked file. Management are the only persons who will access to this. Information will be made available to parents on request.
- Your data will be kept safe as will any sensitive information that you provide to me regarding your child or your own life. In return, we would ask that information that you may collect or here whilst in our setting as well as any sensitive conversations that you may learn regarding any private detail of anyone in the setting, we ask that you keep such information confidential. This ensures the embodiment of trust between childcare provider and parents/carers.

Reviewed: January 2021