**Privacy Policy (GDPR)**

**Policy Statement:**

In order to work as your childminder I am legally obliged to collect certain information about you and your child to comply with the requirements of the Care Inspectorate Wales (CIW) and to maintain accounts and records. Other information that I collect is not a legal requirement but will help me to do my job as your childminder.

**Policy Procedure:**

I will need to process information such as: personal details, family details, lifestyle and social circumstances, financial details, GP contact details, inoculation details, allergy details and digital photographs. I also process sensitive classes of information that may include racial or ethnic origin, religious or other beliefs, and physical or mental health details. I have a legal requirement to collect and process some of this personal information about you and your child. I need you to sign to say that you are happy for me to collect and process the non-statutory information I need to best look after your child.

All information on children and families is kept securely and treated in confidence. I am registered with the Information Commissioner’s Office (ICO) and am aware of my responsibilities under General Data Protection Regulations (GDPR). In general, the confidential information I have on file will only be shared if you give permission or there appears to be a child protection issue. I will only share information about your child with you or your child’s other carers, other professionals working with your child, or with the police, social services, local or central government including CIW. All details will be kept confidential and records are kept secure. You have a right to access any of the information that I hold on you or your child at any time.

If your child attends nursery or another setting while in my care, or arrives from nursery, school or another setting, then we will need to be able to share appropriate information between each other. This two way flow of information will help your child to make the transition between carers. It will also keep you informed about anything you need to know that you weren’t there to hear yourself. You will need to sign to say you are happy for me to share information about your child in this way, and to pass along any information I learn to you.

When your child leaves my setting I will only store information on you or your child for as long as is necessary. Anything I don’t need to keep I will delete from my computer or shred. I may hold onto some photographs for my own personal use in albums or displayed in my house. Your child’s learning journey will be sent home with you on your last day.

If you have any complaints with the way you feel I have handled any of your personal data, please speak to me in the first instance so that we can resolve the complaint. You have the right to complain to the Information Commissioner's Office (ICO) if you feel I have not resolved the complaint to your satisfaction.