

Data Protection

Protecting your information

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Review Cycle: Annual & as regulations change

Our Commitment & Approach

We are fully committed to keeping your family's personal information safe, secure, and private. Looking after the details you share with us is a huge part of building trust and providing a safe, welcoming space for your child. This policy clearly explains what information we collect, why we need it, how we look after it, and how we follow UK data protection laws in our everyday childminding routine.

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Part 1:

The information we hold

What we collect & why

To run a safe and happy setting, we need to collect a few essential details about you and your child—things like your contact info, medical needs, and signed agreements. We promise to only ever ask for what we truly need to look after your child properly.

Under UK data protection laws (UK GDPR), we have a few solid legal reasons for holding onto this information. Firstly, it helps us fulfil our childcare agreement with you so day-to-day care runs smoothly. We also need it to follow strict early years legal requirements, protect your child's health and safety in an emergency, and manage our childminding service effectively.

We'll always treat your family's details with complete care, keep them secure, and never gather extra data we don't need.



Sensitive Information

We take extra care with personal details, like your child's health conditions, allergies, dietary needs, or religious preferences. Under data protection law, this is known as "special category data," and it gets an extra layer of protection in our setting. We only collect these details with your clear permission and use them strictly to keep your child safe, healthy, and properly cared for—like preparing safe meals or managing a medical condition. This information is kept strictly confidential, stored securely, and only shared with healthcare professionals in a medical emergency.



Learning & Development Documentation

To help your child grow, learn, and hit key milestones, we keep track of their progress through everyday observations, photos, and statutory Early Years Foundation Stage (EYFS) assessments—including their 2-Year Progress Check.

These records are created solely to plan fun, tailored activities that support your child's development and share their wonderful achievements with you. Everything is stored securely, kept strictly confidential between us and you, and will never be shared with outside agencies without your knowledge and permission (unless required by law for safeguarding).

Media & Photography Use

Taking photos and videos is a wonderful way to capture your child's milestones, document their learning journey, and share special moments with you. We will only ever take, use, or store photos and videos of your child if you have given us your explicit consent on our permissions form.

All media is captured on secure, setting-approved devices and stored safely. We only share photos on social media, marketing materials, or messaging apps with your written permission, and you can change or update your preferences at any time.²

Part 2:

Managing & Sharing Data

How Your Information Is Used & Shared

Your child's details are used daily to manage their routine, track their learning progress, record attendance, and keep you updated on their day.

In an emergency, relevant medical background and your contact details will be shared immediately with medical staff or emergency services.

By law, information must also be shared with official authorities when required, such as reporting child protection concerns to local social care, cooperating with Ofsted during inspections, or sharing records with HMRC.

Beyond these care and legal requirements, your family's



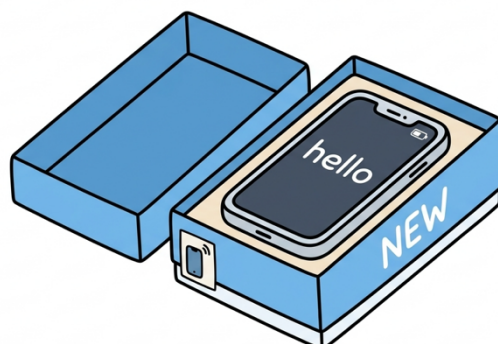
Keeping Details Up to Date

Having accurate information on file is essential for your child's safety and well-being while in my care. Because life changes quickly, you will be prompted regularly- usually at the start of each term- double-check that all the details I hold for your family are correct.

It is vital that you inform me as soon as possible if any of your information changes between these regular reviews. This includes updates to your mobile phone numbers, home address, workplace details and emergency contacts.

Most importantly, please let me know immediately about any changes to your child's health, such as newly diagnosed medical conditions, dietary requirements, or allergies.

Up-to-date details mean I can respond effectively in an emergency and ensure daily care is always tailored to your child's current needs.



Part 3:

Security Compliance

Data Protection Standards

Your family's privacy is taken very seriously, and all personal information is handled strictly in accordance with UK GDPR laws and the Data Protection Act 2018.

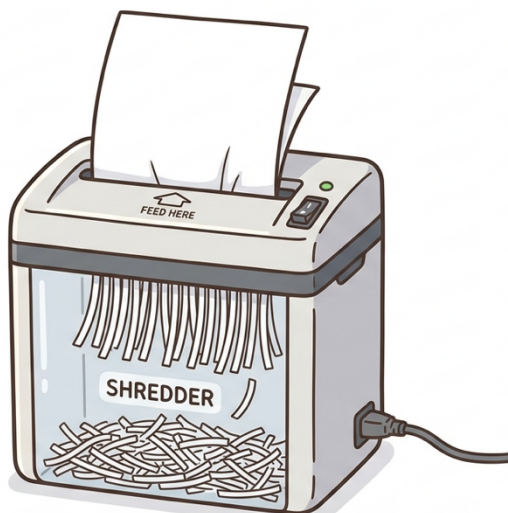
As a registered Childminder, I am required to register with the Information Commissioner's Office (ICO) as a data controller.

This registration ensures that all personal details, medical notes, and daily records are collected, stored, and managed legally, fairly, and securely at all times.

Storing & Safely Destroying Records

All physical records, such as paper contracts, logs and medical forms, are kept securely away when not in use. Any digital data, including messages, emails, and photos, is stored on password-protected devices with restricted access to ensure your details remain completely private.

By law, certain documents must be kept for specific statutory periods- for example, accident logs, attendance registers, and safeguarding records are retained for set numbers of years in line with Childminding regulations and insurance requirements. Once these mandatory retention periods have passed, all paper documents are securely shredded, and digital files :



Managing Data Security Incidents

Clear procedures are in place to quickly identify, manage, and resolve any potential data protection breach, such as lost paperwork, a stolen device or unauthorised access to digital files.

In the unlikely event that a security breach occurs that poses a high risk to your family's rights or privacy, you will be notified without delay, and the incident will be reported to the Information Commissioner's Office (ICO) within 72 hours in full accordance with UK GDPR guidelines.

Every incident is taken extremely seriously. Immediate action will always be taken to contain the issue, assess any potential impact, and investigate how it occurred.

Following an incident, security measures, passwords, and storage systems will be thoroughly reviewed and updated to prevent similar issues from happening in the future.

Part 4:

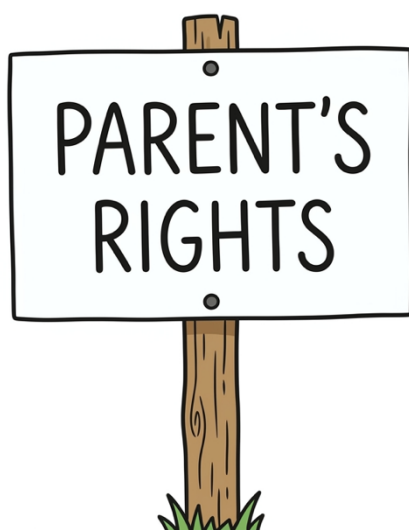
Privacy & Rights

Children's Privacy & Data Rights

Children have their own distinct rights to privacy under data protection law, and their best interests are always at the heart of how their personal details are handled.

Every piece of information collected- from daily observations and milestone tracking to photos and videos- is gathered strictly to support their learning, ensure their well-being, and keep you informed about their day.

Photos or developmental records are never taken, shared, or published without your explicit consent (unless legally required to do so), and you retain full control over how those media are used. As children grow and develop, their privacy and dignity are continually respected, ensuring that sensitive information is stored discreetly and only accessed by those who need it for their daily care. Ultimately, every decision regarding your child's data is made with the sole intention of protecting their rights and promoting their safety.



Parent's Rights & Raising Concerns

As a parent, you have clear legal rights regarding the personal information held about you and your child. Under UK GDPR, you hold the "right of access," which means you can ask to view or receive a copy of any contracts, attendance logs, learning journals, or medical records maintained for your family at any time.

You also have the right to request that any incorrect or out-of-date details be updated immediately, or to ask for certain data to be erased where it is no longer required by law or childminding regulations. Any request to view or correct your records will be handled promptly and transparently.

Open communication is essential, so if you ever have a question, wish to update your permissions, or feel unsure about how any details are being handled, please speak with the Childminder directly so we can address and resolve the matter together.

If you feel a data protection issue has not been properly resolved, you have the right to lodge a formal complaint with the Information Commissioner's Office (ICO), which serves as the UK's independent regulator for data privacy. Additionally, as a registered childcare provider, you can contact Ofsted if you have broader concerns about how the setting meets regulatory childcare standards or if you believe data handling practices affect the safety and quality of care provided.