



# MELISSA'S CHILDCARE

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## CONFIDENTIALITY POLICY

Respecting confidentiality is central to the care I provide. Information shared about your child or family will be treated with the utmost confidentiality, and I kindly ask that you respect the privacy of myself and my family in the same way.

### Parent Communication and Privacy

Parents are welcome to speak with me confidentially upon request. I offer private conversations away from children and other parents when needed. I can also take phone calls or respond to emails on weekday evenings by prior arrangement. Home visits can be arranged if preferred.

During our professional relationship, you may become aware of personal information about me or my family. I respectfully ask that this information remains confidential and is not shared with others.

### Confidential Information Storage and Sharing

All information relating to children and families is stored securely and handled confidentially. Information will only be shared:

- With your explicit permission.
- If legally required (e.g., safeguarding or child protection concerns);
- In urgent situations, such as medical emergencies where parental consent cannot be sought in time.

I do not discuss children or families with third parties unless permission has been obtained, except in exceptional safeguarding or legal circumstances.

### General Data Protection Regulation (GDPR) Compliance

I comply with the GDPR (2018), ensuring that all personal data is:

- Processed fairly, lawfully, and transparently.
- Collected for specified, legitimate purposes.
- Limited to what is necessary.
- Accurate and up to date.
- Stored securely.
- Protected against unauthorized access, loss, or damage.

I am registered with the Information Commissioner's Office (ICO) as a data handler.

### Transition to Another Setting

To support transitions to new childcare or educational settings, I prepare a **Transition Report**. Parents are invited to contribute to this report and decide whether to share it with the next setting. This aligns with the Early Years Foundation Stage (EYFS) requirement to support continuity in children's care while upholding confidentiality.



## Use and Storage of Digital Information

Childminding records may be stored on my computer, mobile phone (e.g., contact numbers), or digital camera (photos taken for EYFS observations). Digital photos are only used to support your child's learning and development. Please refer to my Mobile Phone and Camera Policy for more information.

## Promoting Confidentiality

I promote confidentiality by:

- Sharing this policy with all parents and encouraging respectful handling of private information.
- Keeping all digital and physical records secure.
- Seeking written parental consent before sharing information with other professionals or agencies (except in safeguarding situations).
- Informing parents if a disclosure has been requested by an external organization, unless prohibited (e.g., by court order or agency instruction).
- Acknowledging that absolute confidentiality cannot always be maintained (e.g., when informing others about infectious diseases in small settings).

