



# MELISSA'S CHILDCARE

## PRIVACY NOTICE – GDPR

In accordance with the General Data Protection Regulation (GDPR) effective May 2018, I am required to inform you about how, why, and where I collect and store personal information about you, your family, and your child.

As a childminder, I must obtain parental consent to collect, store, and share information about your child. The information I collect includes:

- Child's full name
- Child's date of birth
- Home address
- Parental responsibility details
- Parents' contact information
- Emergency contact details
- GP's name and contact information
- Relevant medical information
- Allergies
- Any other pertinent information

### Storage and Access:

All children's records and development information are kept securely in paper form in a locked cupboard. The only information stored electronically is parents' telephone numbers. These records are only accessible by myself, unless you provide permission to share with outside agencies such as preschools, schools, or health visitors. Information will only be shared without parental consent if withholding it would place the child at immediate risk.

### Use of Photographs:

Under Ofsted regulations and the Early Years Foundation Stage (EYFS) framework, I am required to document your child's development, which may include taking photographs. I will always seek your permission before including your child's photos in other children's learning journeys. Once your child leaves the setting, these photos become the property of your family, and we no longer have responsibility for them.

Please note, under GDPR, parents can withdraw permission at any time for us to store or use any photos or personal data related to their child. However, records related to accidents or incidents must be retained until the child reaches 21 years and 3 months, as required by Ofsted and insurance.

### Communication:

I store parents' mobile numbers on my phone to contact you, and I use WhatsApp to share photos and daily updates about your child. If you prefer another method of communication, please let me know.

### Data Retention and Deletion:

If you wish for any information about your child to be deleted after leaving the setting, please contact me. I will explain what information can be deleted and what must be retained to comply with Ofsted registration and insurance requirements.

