



Confidentiality, Privacy and Data Retention Policy

Policy Statement

Any information you provide about your child or family, whether spoken or written, will be kept confidential. I am registered with the Information Commissioner's Office (ICO) and fully understand my obligations under the General Data Protection Regulations (GDPR).

Procedures (how I will put the statement into practice)

I will only share details about your child with others if you have granted permission, unless I am required to notify Social Services or Ofsted for safeguarding reasons.

Parents can access their own child's records at any time upon request, except for safeguarding information that could impact a child's safety if disclosed. All documents related to your child are stored securely in a file that is inaccessible to anyone else. Electronic records are password protected, and paper documents are safely locked away.

According to GDPR regulations, childminders must inform children and families about how long information will be retained. When a child leaves my care, I keep records on the child and their parents/carers only for as long as required by law or official guidance.

Record type	Retention period
Contracts, information sheets & permission forms	6 years after the child leaves
Attendance registers	6 years after the child leaves
Financial records (accounts, invoices, receipts)	6 years (HMRC requirement)
Funding records (EYFE / funded hours)	6 years
Accident & medication records	3 years after the child leaves (or until age 21 if serious)
Safeguarding / child protection records	Until the child is 21 (or 25 if concerns were identified)
Learning journals & observations	Given to parents when the child leaves
Photographs	Deleted once no longer required, unless permission to retain is given



Storage of information

- Paper records are stored securely in a locked filing system.
- Digital records are password-protected and only accessible to me.
- Safeguarding records are stored separately from general records.

Disposal of information

Once records reach the end of their retention period:

- Paper records are shredded or disposed of using a confidential waste service
- Digital records are permanently deleted, including from backups where possible

Information is never kept “just in case”.

Please ensure you have read and understand the Confidentiality, Privacy and Data Retention policy and procedure.

All policies and procedures are reviewed regularly and updated when necessary.

This policy and procedure has been developed in line with the EYFS welfare requirements and Ofsted guidance, and outlines the provider’s responsibility to take all necessary steps to safeguard and promote the welfare of children.

This policy and procedure has been written by **Miss Caitlin Smith**, the Ofsted-registered childminder responsible for the care of children at **The Flower Cottage**, Dudley, West Midlands, DY2 7TQ.