

# **Carly's Angels**

## **Data Protection & Confidentiality (GDPR) Policy**

### **Our commitment**

Carly's Angels is committed to protecting the privacy and confidentiality of children, parents, and families. Personal information is handled sensitively, securely, and in line with data protection legislation, including the UK General Data Protection Regulation (UK GDPR). Carly Taplin, the registered childminder, is registered with the Information Commissioner's Office (ICO).

### **What information we collect**

We collect only the information needed to care for children safely and appropriately. This may include contact details, emergency contacts, medical information, care plans, observations, and signed permissions.

### **How information is stored**

Paper records are stored securely and locked away. Digital records are password protected. Information is only accessed by those who need it to fulfil their role.

### **Sharing information**

Information is not shared without parental consent unless there is a safeguarding concern or a legal requirement to do so. With consent, information may be shared with relevant professionals to support a child's wellbeing and development.

### **Photographs and records**

Photographs and learning records are used to support children's development. Written parental consent is always obtained before photographs are taken or shared.

### **Your rights**

Parents and carers have the right to access their child's records, request corrections, and raise concerns about how personal information is handled.