



Data Protection (GDPR) Policy

Walsall Childminding Hub

St Matthew's Close, Walsall, England, WS1 3DG, United Kingdom

Policy Review: Annually

Purpose

We are committed to protecting personal data and complying with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Information We Hold

This may include children's records, emergency contacts, medical information, attendance records and staff information.

Security

Information will be stored securely and access limited to authorised individuals. Electronic records will be password protected. Personal information will only be shared where there is a legal basis or consent.

Rights

Parents have the right to request access to personal information held about them and their child, subject to legal requirements.

Responsibilities

All staff, volunteers and visitors are expected to follow this policy. Concerns, incidents and breaches must be reported promptly and recorded appropriately. Training will be provided where necessary and policies will be reviewed annually to ensure continued compliance with legislation and best practice.

Review

This policy forms part of the operational framework of Walsall Childminding Hub and should be read alongside safeguarding, health and safety and behaviour management procedures.