



Privacy notice: How I store and use your data

Welcome to Seven Steps

To provide the best possible care for your child, I need to collect and store certain personal information. This notice explains what data I keep, why I need it, and how I keep it safe. I am registered as a 'data controller' with the Information Commissioner's Office (ICO) and follow **UK data protection laws**.

What information do I collect?

I only collect information that is essential for your child's safety, health, and well-being. This includes:



- **Identification:** Names, addresses, and date of birth of your child (verified by birth certificate or passport).



- **Health and welfare:** Medical needs, dietary requirements, and accident or medication records.
- **Safeguarding:** Emergency contact details and lists of adults authorised to collect your child.
- **Development:** Observations, photographs, and learning journals to track your child's progress.

Why do I need this data?

I collect this information for three main reasons:



1. **Legal obligation:** Ofsted and the **Early Years Foundation Stage (EYFS)** require me to keep specific records to ensure your child is safe and well-cared for.
2. **Contractual necessity:** I need this data to fulfil our childcare agreement.
3. **Vital interests:** In a medical emergency, I may need to share health information with doctors to protect your child.



How do I keep it safe?

Your privacy is my priority. I use strict security measures to protect your data:



- **Physical security:** Confidential paper files are kept in a locked container within a private study.
- **Digital security:** My computer is password-protected, and I use a dedicated business **iPhone** (secured with **Touch ID** and a **PIN**) for all childminding photography.
- **No cloud storage:** Photos are not backed up to services like iCloud. They are either uploaded to the secure **Seven Steps** website or deleted after use.



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- **Secure sharing:** Updates and photos are shared only through the password-protected **Seven Steps** website, where you have a unique login to see only your own child's data.

Who do I share it with?

I only share information when necessary, such as with **Northumberland County Council** for funding and statutory checks (like the **Progress check at age two**) or with **Ofsted** during an inspection. I will never sell or share your data for marketing purposes.

Your rights

You have the legal right to:

- Request a copy of the data I hold about your family.
- Ask for any mistakes to be corrected.
- Request that data be deleted, where legally permitted.

For more detail on these rights, please refer to **Section 8** of the full Seven Steps Childcare **Data protection and privacy (GDPR) policy and procedure**.