

## **Registering with the Information Commissioners Office**

Updated information for childminders (Sept 2014)

The Information Commissioners Office (ICO) is an independent public body set up to enforce the Data Protection Act 1998.

All Scottish childminders are required to register with the Information Commissioners Office if they hold any information about a child on digital media. This includes learning journey files using a computer or online systems, taking digital photos on a camera or mobile phone, keeping information about a child's health, behaviour or development on a computer or storing telephone numbers electronically for children's families. The reason for having to register is that childminders are classed as data handlers and need to be registered with the data controller.

Registration with ICO costs £35 a year (renewable annually). You can do it online or you can ring ICO for the forms – 01625 545740. You need to use the notification template for childminders – template 'N943 Childminders'. You will find it on page 2 of the online notification form under 'services'.

Some childminders might be exempt – if you do not use digital media to store any information about a child then you might not need to register. However, there are very few childminders who keep all their childminding records on paper...

If you are unsure about whether you need to register, you should contact ICO for more information. The ICO website is – [www.ico.org.uk](http://www.ico.org.uk) and there is a notification helpline telephone number here - [https://ico.org.uk/Global/contact\\_us](https://ico.org.uk/Global/contact_us).

You will find more information and a briefing sheet on the SCMA website here – <https://www.childminding.org/news?gdid=2947>.