



DEBS OUT OF SCHOOL CLUBS

PARENT / CARER PRIVACY NOTICE

Debs Out of School Clubs takes your privacy seriously, and in accordance with the General Data Protection Regulation (GDPR May 2018), Debs Out of School Clubs will commit to the following:

Debs Out of School Clubs will be asking for your personal data for you and your child / children in order to deliver a childcare service to you. Debs Out of School Clubs have a legal basis for collecting this data.

The information will be collected by Debs Out of School Clubs as part of each child's induction to the setting. We may ask for data verbally, by text message, or email initially and recording it on paper forms (eg waiting lists) and/or digitally. We will also be collecting information by the means of a Confidential Contract and Registration Form, which must be filled in before your child starts at the setting. We will be asking for this information at regular intervals to ensure it is up to date.

The information that we require will be:

- Child's full name
- Child's date of birth
- Child's age
- Child's address
- Parent's names, addresses, contact numbers
- Who has parental responsibility for the child
- Emergency contact names, addresses and contact numbers
- Child's doctor's name and contact number
- Any allergies / medical history / dietary requirements
- Whether your child has any special educational needs or disabilities
- Religion
- Home language

Debs Out of School Clubs asks that you inform us immediately of any changes to the above details, in order to keep our records up to date.

Debs Out of school Clubs is required to hold and use this personal data in order to comply with the statutory framework of Wales and CIW (Care Inspectorate Wales). This data will be used to:

- Support your child's development
- Monitor and report on your child's progress
- Share information about our activities in our setting
- Contact named people in an emergency
- Share with other professionals in accordance with legislation
- Ensure a contract of service is delivered and maintained
- Ensure that this setting receives the statutory funding for which it is eligible.

With your permission this data may be, when necessary shared with:

- Other professionals supporting your child, for example, health visitor, nursery, school, other health or educational professional
- The local authority for Tax-Free childcare (Childcare Offer (Wales)), Tax Credits and other funding requirements or funded services that they support
- The local safeguarding children's board or Social Services Referral and Assessment Team if we ever have any concerns about the safety of your child
- CIW

If you want to see a copy of the information we hold and share about you or your child then please contact Debbie Eynon (Data Controller)

Debs Out of school Clubs is required by law to keep some information about your child for a period of time after a child has left the setting. We will keep a record of this and dispose securely at the correct time.

Please see my Data Protection Policy for further information on data sharing, safe storage and your rights to access your data.

Please confirm your consent to the above by filling in and signing the table below.

Please tick the box if you require a copy of this document for your own records

Please print your child / children's name(s):	
Parent / carer signature:	
Parents name(s) Please print	
Date:	