

Daisy Club Out Of School Club

PRIVACY AGREEMENT / GDPR

In accordance with new GDPR Legislation May 2018 Daisy Club Out Of School Club are required to inform you of why, where and how we gather and store any personal information about your family and your child.

The new legislation requires childcare settings to obtain permission from parents to gather store and share information about their child. As a setting we require the following information

- Childs name
- Childs DOB
- Address
- Parental responsibility
- Parents contact details
- Emergency contact details
- Drs name and contact details
- Any medical details

We keep paper records of all childrens information and development and do not store anything electronically except telephone numbers of parents. These details will be stored securely in a cupboard and will not be accessed or viewed by anyone other than the staff at the club and not without parents permission. Parental permission will be required to share any information with outside agencies such as Preschool, school, health visitors etc unless informing parents would place the child in immediate danger, in this case information would be shared without parental permission.

We are also required under Ofsted regulations to record your childs development under EYFS, this includes taking photographs to use in the childs learning journey. This is because under the new GDPR legislation a parent can now withdraw permission for us to store, use or keep any photos or personal information on a child. Obviously any information pertaining to accident or incidents involving a child in our care has to be kept until a child reaches 21 years and 3 months of age will not be included in the withdrawal of permission as we are required by Ofsted and our insurance to keep this information.

We are now also required to have parental permission in the methods we use to contact you and share information, We store parents mobile numbers on the daisy club mobile phone and will continue to use this method to contact you unless told otherwise. We also use whatsapp to share photos and information with parents about the childs daily routine and will continue to use this method unless informed otherwise by a parent.

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If a parent requires me to delete or destroy any information about their child once they have left the setting I will discuss the information with them and explain which parts can be deleted and which information must be kept in order to comply with our Ofsted registration and insurance requirements.

Thankyou

Daisy Club Team

Please sign to say you have been made aware of these changes

Daisy Club signature _____ Date _____

Parent's signature _____ Date _____