**PRIVACY NOTICE FOR PARENTS**

In order to deliver a childcare service, we will require personal data about you and your child. In accordance with the General Data Protection Regulation, we must have a legal basis for collecting data.

We will collect data as part of your child’s induction to the setting. As per our Data Protection Policy, parents will be required to check annually and confirm that the data held is still accurate. We will ask you to complete and return a data form. Where consent is required, we will provide information to enable you to decide what information is made available and how it is shared.

We are required to keep personal data to comply with the Early Years Foundation Stage Statutory Framework 2017, Ofsted, the Department for Education and the local authority.

How we will use the information you have given us

* We will use the information you have given us about yourself to contact you about your child.
* Please ensure that you tell any additional adults that you have given us their contact details, so that we can contact them if we are unable to speak to you if your child is unwell, has an accident, or is uncollected at the end of the session. If they have any questions or queries regarding this, please direct them to contact Oscar Club on 01525 376314. .
* We will use the information you have given us to track your child’s learning and development and to keep them safe.
* We will ensure a contract of service is delivered and maintained
* With your consent, we may share the information with other professionals supporting your child, for example health visitor, pre-school, nursery, school, other health or education professional.
* With your consent, we may share the information with the local authority through the Free Childcare and Early Education Entitlement headcount and annual Early Years Census (England)
* The information may be shared with the local safeguarding children’s board or Social Services Referral and Assessment Team if we have any concerns about the safety of your child.

In addition, we would like to send you information about our setting such as newsletters or invitations to events. Please let us know if you do not want us to contact you by post, email or phone.

Post Email Phone I do not wish to receive

information

\* The indications you make here are your choices, we will not send information of this nature to any additional adults

The information we request will include:

Child’s name

Child’s date of birth

Child’s age

Child’s address

Parents’ names, addresses, contact numbers

Who has parental responsibility for the child

Emergency contact names, addresses and contact number

Child’s GP’s name and contact number

Health clinic/health visitor

Any allergies/medical history/ requirements

Information about immunisations

Whether the child has any special educational needs or disabilities

Home language

Ethnic group

Religion

Parents’ National Insurance number and date of birth

We are required by law to keep some data after a child has left the setting (see Retention of Records schedule). We have a review plan in place and ensure that any data is disposed of appropriately and securely.

If you want to see a copy of the information we hold and share about you or your child then please contact our Administrator on 01525 376314.