



GDPR PRIVACY NOTICE

In accordance with new General Data Protection Regulations May 2018, Happycrew Childcare Ltd 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 nurseries to obtain permission from parents to gather, store and share information about their child. Happycrew Childcare Ltd requires the following information:

- Childs name
- Childs DOB
- Address
- Parental responsibility
- Parents contact details
- Emergency contact details
- Doctors name and contact details
- Any medical or dietary details
- Allergies
- Any other relevant information

We keep paper records of all children's information and development and store contracts, personal information and invoices on an allocated computer which is password protected. These details will be stored securely in a filing cabinet and will not be accessed or viewed by anyone other than myself or the Senior Leadership Team, without parents' permission. Parental permission will be required to share any information with outside agencies such as Pre-school, Primary 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 child's development under EYFS, this includes taking photographs to use in the child's learning journey. Permission will be sought from parents for their own child's picture to be included in other children's learning journeys on the understanding that once that child leaves the photos then become the property of that child's parents and we no longer have responsibility for them. 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 accidents or incidents involving a child in our care must be kept until a child reaches 21 years and 3 months of age. These 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 parent's mobile numbers on a work mobile phone and will continue to use this method to contact you unless told otherwise. We use the app, Famly, to share photos and information with parents

about the child's daily routine and will continue to use this method unless informed otherwise by a parent.

If a parent requires us to delete or destroy any information about their child once they have left the setting, we 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.