**Privacy Statement for Parents/Guardians in Kinnegad Community Childcare Clg (Cairdeas)**

We have a responsibility under the Child Care Act 1991 (Early Years Services) Regulations 2016 and the General Data Protection Regulations 2018 to collect specific information relating to you and your child.

**Your Personal Data**

In Cairdeas, we take your privacy seriously and will only use personal information about you and your child/children to provide the services you have requested from us and to administer your account. Most of this data is captured on your enrolment form or on forms required to obtain government funded fees (e.g. ECCE funding, NCS etc).

Your child’s enrolment form includes your name, address, details of your child/children including date of birth, details on any specific medical and other relevant health care details, history necessary to allow us ensure the welfare and safety of your child. Because of the sensitive nature of this information, you will be asked to confirm your consent for us to collect and hold all of this information.

Your child’s enrolment form will also contain contact details and phone numbers of your child’s emergency contacts and all authorised collectors. You must ensure these persons agree to their information being stored and you must confirm this by signing this statement.

Funding forms may collect personal data including your PPS number and your social welfare status. This is only collected to allow us process funding applications on your behalf to allow you access subsidies for the care and education of your child.

Cairdeas will **not** collect any personal data from you that it does not need to provide the service you require for your child/children.

What we do with this Data:

All personal data is processed by the manager or a staff member designated by the manager.

We may need to exchange your details with:

* Relevant funding bodies such as DCYA, Pobal, Childcare Committees; Tusla, Revenue Commissioners
* Inspectors such as Tusla, Dept. of Education and Science; Health & Safety Authority
* External personnel such as accountants, auditors and professional advisors.

**Cairdeas has a Data Protection Policy to oversee the effective and secure processing of all your personal data.**

**Data Retention Period and Criteria Used**

Cairdeas will keep you and your child’s personal data for as long as he/she remains within the service and for the period afterwards required by the relevant statutory and legislative guidelines that apply. More information on our retention policies can be found by contacting Marie Callaghan (Manager) directly 085 7294311/044 9379346.

If you wish to see what information we hold on you or your child, you may contact the manager either by post/email or phone and we will endeavour to respond to you within 30 days of receipt of your request.

If at any point you believe the information we process on you is incorrect, you may request to have it corrected. If you wish to raise a complaint on how your personal data is handled, please contact the manager to do so. Marie Callaghan 085 7294311/044 9379346

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain directly to the Office of the Data Protection Commissioner Email: info@dataprotection.ie

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(parent/guardian)

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent/guardian)

Parent/Guardian of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (child’s name)

Have read and agree with this privacy statement

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_