

Owner: Louise Pitman, Registered Childminder

Business name: Louby's Childcare Services

Address: 'Amberleigh', Dancing Hill, Undy, Monmouthshire. NP26 3BY

Tel no: 07810058100 / **Email:** Louby34@sky.com

I am committed to ensuring that any personal data I hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations. This privacy notice explains what personal data I collect, why I collect it, how I use it and how I protect it.

What personal data do I collect?

I collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. Personal details that I collect about your child include:

- ❖ your child's name
- ❖ date of birth
- ❖ address
- ❖ health and medical needs
- ❖ development needs, and any special educational needs
- ❖ who has parental responsibility for your child
- ❖ where applicable, I will obtain child protection plans from social care and health care plans from health professionals.

Personal details that I collect about you include:

- ❖ your name
- ❖ home and work address
- ❖ phone numbers
- ❖ emergency contact details, and family details and family passwords
- ❖ This information will be collected from you directly when completing a contract.

The data will be used to:

- ❖ support your child's development
- ❖ monitor and report on your child's progress
- ❖ log your child's hours of attendance
- ❖ contact named people in an emergency
- ❖ ensure that a contract of service is delivered and maintained i.e. invoices / receipts etc

Sharing of information:

With your permission the data I collect, may be when necessary, shared with:

- ❖ Other professionals to support your child for example when starting nursery, pre-school, primary school, or with health or educational professionals if required.
- ❖ Childcare voucher schemes used by your employer, where applicable
- ❖ HMRC, for the purpose of confirmation of childcare fees to support the childcare element of any working tax credit; universal credit; tax free childcare or any other enquiries.
- ❖ Student finance (welsh gov) for confirmation of childcare costs to support childcare grant applications and/or student award services for learner support funds with the childcare element
- ❖ Care Inspectorate Wales
- ❖ Local Safeguarding Children's Board or Social Services Referral & Assessment Team if I ever have any concerns with the welfare of your child.

I record and share information about children and their families in line with the six principles of the General Data Protection Regulations (GDPR) (2018) laid out in my Data Protection Policy which should be read in line with this privacy notice before signing.

PARENT CONSENT

I give consent for my childminder to collect and process non-statutory information about my child and family along with sensitive classes of information in order for her to deliver a childcare service.

I give consent for Louise Pitman (Registered Childminder) to process my personal data as detailed in this privacy notice and in line with the Data Protection Policy that I have read and understood before signing.

PARENT FULL NAME:

(PLEASE PRINT)

SIGNATURE:

DATE: