



Crazy 4 Kids

Data Protection & Information Sharing

At Crazy 4 Kids we respect the privacy of all children attending and the privacy of their parents or carers, as well as the privacy of our staff. Our aim is to ensure that all those using and working at Crazy 4 Kids can do so with confidence that their personal data is being kept secure.

Crazy 4 Kids Ltd is Registered with the Information Commissioners Office Registration Number ZA096910 Expiry Date 24 February 2019.

Our lead person for data protection is Julie Norris. The lead person ensures that Crazy 4 Kids meets the requirements of the GDPR, liaises with statutory bodies when necessary, and responds to any subject access requests.

Confidentiality

Within Crazy 4 Kids we respect confidentiality in the following ways:

- We will only ever share information with a parent about their own child.
- Information given by parents to Crazy 4 Kids staff about their child will not be passed on to third parties without permission unless there is a safeguarding issue (as covered in our **Child Protection Policy**).
- Concerns or evidence relating to a child's safety, will be kept in a confidential file and will not be shared within the setting, except with the Designated Safeguarding Lead and the manager.
- Staff only discuss individual children for purposes of planning and group management.
- Staff are made aware of the importance of confidentiality during their induction process.
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions.
- All personal data is stored securely in a lockable tin or filing cabinet / on a password protected computer / passcode-locked phone.
- Students on work placements and volunteers are informed of our Data Protection policy and are required to respect it.

Information that we keep

The items of personal data that we keep about individuals are documented on the Crazy 4 Kids personal data audit. The personal data audit is reviewed annually to ensure that any new data types are included.

Dated: August 2018

Review Date: August 2019

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Children and parents: We hold only the information necessary to provide a childcare service for each child. This includes child admission information, medical information, parent contact information, attendance records, incident and accident records and so forth. Once a child leaves our care we retain only the data required by statutory legislation and industry best practice, and for the prescribed periods of time. Electronic data that is no longer required is deleted after the prescribed holding time and paper records are archived.

Staff: We keep information about employees in order to meet HMRC requirements, and to comply with all other areas of employment legislation. We retain the information after a member of staff has left our employment for the recommended period of time, then it is deleted or destroyed as necessary.

Sharing information with third parties

We will only share child information with outside agencies on a need-to-know basis and with consent from parents, except in cases relating to safeguarding children, criminal activity, or if required by legally authorised bodies (eg Police, HMRC, etc). If we decide to share information without parental consent, we will record this in the child's file, clearly stating our reasons.

We will only share relevant information that is accurate and up to date. Our primary commitment is to the safety and well-being of the children in our care.

Some limited personal information is disclosed to authorised third parties we have engaged to process it, as part of the normal running of our business, for example in order to take online bookings, and to manage our payroll and accounts. Any such third parties comply with the strict data protection regulations of the GDPR.

Subject access requests

- Parents/carers can ask to see the information and records relating to their child, and/or any information that we keep about themselves.
- Staff and volunteers can ask to see any information that we keep about them.
- We will make the requested information available as soon as practicable and will respond to the request within one month at the latest.
- If our information is found to be incorrect or out of date, we will update it promptly.
- If any individual about whom we hold data has a complaint about how we have kept their information secure, or how we have responded to a subject access request, they may complain to the Information Commissioner's Office (ICO).

Your rights

- You have the right to ask us to stop processing your personal data in relation to any service we provide. However, this may stop us delivering our service to you. Where possible, we will do as you ask, but we may need to hold or process personal data to comply with a legal requirement. If you find that the personal data that we hold is no

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longer accurate, you have the right to have this corrected. Please contact your setting or the Crazy 4 Kids Office for this.

Further information

- If you would like further information about the personal data we hold or if you have a complaint about how your personal data has been used, please contact us direct on 01604 521028 / email info@crazy4kids.co.uk.

GDPR

We comply with the requirements of the General Data Protection Regulation (GDPR), regarding obtaining, storing and using personal data.

Julie Norris
Registered Provider

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information and records [3.68 -3.71]*.

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