



YMCA Childcare Privacy Terms and Conditions

We take your privacy seriously and will only use your personal information to manage your account and provide tailored care for your child.

The nature of our business requires us to contact you; this could be via telephone, email, letters, text message, accounts/invoices, on-line Learning Journey's and in person to inform you of updates relating to your child's childcare provision. We also share newsletters with you, send your childcare invoice, discuss your child's progress and development, Health Care Plans, Accident/Incident forms, medical information, Government Funding, sessions and booking patterns, closures, discuss safeguarding issues (should they arise) as well as Individual Education and Behaviour plans and any other matters concerning your child.

We input your data into a system called Connect Childcare which helps us manage our childcare provision effectively. This information is taken from the enquiry and registration form you will have filled out upon registering your child, which is a requirement in order to take up a place at YMCA Childcare. Your data is held in secure data centres and can only be accessed by authorised personnel. Personal information may at times be required to be shared with third parties such as Suffolk County Council, Suffolk Children's Safeguarding Board, and other agencies working directly with your child; all of which are also required to act in compliance with the GDPR.

Children's development records are stored on iConnect who provide us with regular updates in regard to GDPR. Staff access iConnect within the childcare environment. The Childcare Team have all signed a 'Staff General Data Protection Regulation and Data Protection Confidentiality Contract' between YMCA Trinity Group and themselves so that they can access iConnect at other times. All accounts are password protected. We ask your permission to share your child's development records ie, Learning journey, assessments, IEP's, with your child's new setting or current setting if a dual placement is in place.

Nursery parents and carers are able to access their child's learning journey and assessments through an online account with iConnect called Parent Zone. Permission for access to Parent Zone is sought through a child's registration form. All accounts are password protected.

Softwerx (ICT management company) and iConnect can only access via remote assistance log in with YMCA Childcare management team. Both of which require password entry.

Photos, observations and assessments are required for us to demonstrate to Ofsted the progress your child makes whilst in our care, as well as the progression of the setting. Photos on our main computer, Childcare laptop and tablets are password protected and deleted after use and pre last Ofsted Inspection. Photos are also used for room displays and marketing materials. Parental permission is sought via our registration form prior to your child taking up a place with us.

We may also use comments from you and your child on our website in the Testimonials section, this is written anonymously.

Information on Allergies is required to be visible at all times due to health and emergency reasons. This enables us to be vigilant at all times.

On your registration form you filled in personal details of 'Emergency Contacts', people we can contact in your absence or if we were unable to get hold of you in an emergency situation. Please ensure that you have told your chosen contacts that we will contact them via telephone and speak to them in person if we are unable to contact you. Emergency Contacts must know the password to collect your child.

You have the right to erasure; otherwise known as the right to be forgotten. Although you have this right for your data to be destroyed once your child has left YMCA Childcare, we have legal guidelines as to what we are required to retain and for how long, for example; Safeguarding records are retained for 25 years, Accident and Incident forms are retained for 21 years and 3 months, Medicine forms until the child turns 21 years of age, Suffolk County Council Funding forms for 7 years, Health Care Plans for 3 years, Accounting records 6 years. Complaints 3 years, visitors signing in 24 years, and SEN records for 3 years.

Please note we have a legal obligation to keep all the above information, without this information unfortunately we would not be able to care for your child.

We follow GDPR guidelines in regard to retention of all paperwork including children's records, photos, registers and employment documents etc. For more information we have a General Data Protection Regulations Policy in place should you wish to view this in the office.

Parents and carers can request access to their own data at any time, should you have any questions regarding the data we hold please feel free to email nursery.admin@ymcatrinity.org.uk

Please return this document, signed by parents/carers whom have parental responsibility. (Please note we require each child's parents/carers to sign this form and for it to be returned as soon as possible)

YMCA Childcare Privacy Notice

I have read and understood YMCA Childcare's Privacy Notice. (please tick)

Name: Parent / Carer 1	Relationship to child	Signed	Date
Name: Parent / Carer 2	Relationship to child	Signed	Date