**The Willow Tree Children’s Centre**

**Collection and Processing of personal data and information.**

The Willow Tree Children’s Centre is required to collect personal information of the staff, children and families who use the service. We have responsibility when collecting, using and storing and of the information obtained and take our role very seriously. We are required to store information relating to Name, Age, Special needs, Family details including parents details and other family members, addresses (residential and email), telephone numbers, medical and other relevant health care details and history necessary to allow us to ensure the welfare and safety of your child. Due to the sensitive nature of this information, parents/ guardians are asked to confirm consent for us to collect and hold this information.

The personal data we collect is used to process your request for our services, to provide such services and to keep records of those who use our services as required in order for us to comply with the relevant parties and officials.

This policy is underpinned by the Data Protection Acts 1988 and 2003. The setting is considered a Data Controller and will abide by the requirements of the DPA legislation. The Data Protection Act imposes a variety of obligations on those who process personal data limitations on the period for which images can be stored:-

* The purposes for which the images can be used
* Access to the images only by authorised personnel
* Use of the images must be fully explained to the people who will be affected (employees and parents of the children, for example)
* The right of individuals to know the type of personal data being held on them and a right to receive copies of it.
* In terms of staff, caution must always be exercised in ensuring that CCTV footage has been fairly gathered, retained and used correctly in accordance with the legislation, particularly if the footage is to be used as grounds for dismissal. Since the introduction of the (Amendment) Act on the 1st July 2003, Data Protection is now concerned with the protection of personal data of living individuals held in both electronic and manual form. Make sure you understand your legal responsibilities. The footage processed by the web-cam is considered personal data under the Data Protection Act (DPA).

Data will be kept as accurate and up to date as possible - In order to comply with this The Willow Tree Children’s Centre will not store information any longer than necessary for the purpose registered, in accordance with the data protection guidelines. We will regularly check that the data held is kept up to date, is adequate and not excessive for the purpose it is being held. We will check records regularly for missing; excessive or incorrect data and we may contact third parties for the verification of certain items of data.

Funding forms may collect personal date including your PPS number and social welfare status. This is only collected to allow us process funding applications on your behalf to allow you access subsidies (where eligible and applicable).

**What the service does with Data/ Disclosures**

All the personal data is processed by management or by staff designated by management. To deliver our services effectively, we may need to exchange your details with:

* The relevant funding bodies such as DCYA, Pobal and the Childcare Committees.
* Members of medical health profession
* Regulators such as TUSLA or the Revenue Commissioners
* Inspector (TUSLA, Department of Education and the Department of Children, Equality, Disability, Integration and Youth) or
* External personnel such as HR contractors, accountants and professional advisors

**OBSERVATION / RECORD KEEPING AND ASSESSMENT**

The Willow Tree Children’s Centre recognises that observation is a useful tool, which enables the assessment of a number of aspects of the early years setting that are directly relevant to the planning of the curriculum. In order to plan, prepare and organise for good quality care, adults need to observe children, review and evaluate the curriculum regularly and maintain systematic records.

By observing how children respond to activities, staff will be able to evaluate if the activities and resources they have provided meet the needs of all the children and helps them to plan a broad, balanced and appropriate curriculum. Observations also enable staff to provide challenges and extensions so that each child is able to progress. All observations / records / assessments will be treated with confidentiality. Sharing observations with parents/carers strengthens the partnership between the home and the service, giving understanding and information and allowing staff and parents/carers to do their best for each child. Your children’s records are available to view upon request.

If you wish to see what information the service holds on you or your child, simply contact the manager either by post or email and we will endeavour to respond to you within 30 days of receipt of your request. If at any point you believe the information the service processes on you is incorrect, you may request to have it corrected. You can contact the manager at the contact details shown below if you wish to raise a complaint on how the service has handled your personal data. You can also contact the manager if you are not satisfied with our response or believe the service is not processing your personal data in accordance with the law. You can complain directly to the Office of the data protection commissioner at info@dataprotection.ie

This policy was reviewed and adopted by The Willow Tree Children’s Centre on 1st January 2024.

Signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of Management

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**Person in Charge:** Laura MacKenna

**Deputy Person in Charge**: Lisa Clifton