

**WOODY’S DATA CONSENT FORM FOR : …………………………………………………………..**

**As a childcare provision, we are legally required to inform you as to the purpose of any data we hold in relation to you or your child. We must also inform you where we will hold the data, who will have access to it, how long we keep it for and when we will delete/destroy it. This relates to any data we hold, whether on paper or on our computer system.**

**Please be assured that we take every step to ensure the safety of this data.**

**Below, are the categories of child information that we collect, process, hold and share for your child.**

**Please sign underneath each section to confirm that you are happy with the arrangements.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **REGISTRATION INFORMATION** | | | | | |
| **WHAT?** | **PROBABLE CONTENT** | **WHY?** | **WHO?** | **WHERE?** | **WHEN?** |
| Personal information of Children and parents. | **Child’s name, Address, D.O.B, health visitor details, immunisation dates, medical history, cultural and dietary requirements, Parents contact information including email address and phone number, emergency contact details, parental responsibility,** | **Legally required by OFSTED**  **Communication**  **Child’s welfare** | **All staff (where necessary)** | **On registration forms, kept in the office/lockable room or filing cabinet** | **Held on file during the child’s attendance at Woody’s**  **Archived until child’s D.O.B + 25 years** |

**I understand the purpose of this data and confirm that I am satisfied with Woody’s**

**Arrangement for managing it.**

**Signed: ………………………………………… Name: ………………………………………… Date: ………………………….**

|  |  |  |
| --- | --- | --- |
| **PHOTO INFORMATION** | | |
|  | **YES** | **NO** |
| **I give my permission for photos of my child to be on displays within Woody’s.** |  |  |
| **I give my permission for first name and surname of my child to be on displays within Woody’s.** |  |  |
| **I give permission for my child’s work to be on display boards within Woody’s.** |  |  |
| **I give permission for my child’s photo and name to be on Woody’s website, and closed Facebook group.** |  |  |
| **I give my permission for my child’s photo’s to be used in their learning journey file and /or profile.** |  |  |
| **I give permission for my child’s photo’s to be used in Woody’s newsletter if required.** |  |  |

**I understand the purpose of this data and confirm that I am satisfied with the Woody’s**

**Arrangement for managing it.**

**Signed: ………………………………………… Name: ………………………………………… Date: ………………………….**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MEDICAL INFORMATION** | | | | | |
| **WHAT?** | **PROBABLE CONTENT** | **WHY?** | **WHO?** | **WHERE?** | **WHEN?** |
| **Medical Information** | **Allergies, healthcare plans, medication required, specific medical needs, previous medical incidents that may affect learning and development, dietary needs, outside agency referrals, Doctor’s contact details.** | **Required in order to provide appropriate care for the child.** | **All staff where necessary.**  **Appropriate outside agencies; speech and language, occupational health, physio etc.** | **Registration forms and child’s personal file.**  **SENDCO files**  **Medical info/allergies on boards in rooms, in folders in office/lockable cabinet.** | **Actively held on file throughout the child’s time at Woody’s.**  **Archived until child’s D.O.B + 25 years** |

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**Arrangement for managing it.**

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|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SPECIAL EDUCATIONAL NEEDS INFORMATION** | | | | | |
| **WHAT?** | **PROBABLE CONTENT** | **WHY?** | **WHO?** | **WHERE?** | **WHEN?** |
| **Special Educational and Disability Information** | **Specific learning difficulties, outside agency referrals, previous learning needs, physical or mental health needs, Individual provision map, SEN consent forms.** | **To provide appropriate care, learning and development.** | **SENDCO, relevant staff and outside agencies.** | **SENDCO files in the office.**  **Relevant outside agencies.** | **Actively held on file throughout the child’s time at Woody’s.**  **Archived until child’s D.O.B + 25 years** |

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**Arrangement for managing it.**

**Signed: ………………………………………… Name: ………………………………………… Date: ………………………….**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **COMMUNICATION** | | | | | |
| **WHAT?** | **PROBABLE CONTENT** | **WHY?** | **WHO?** | **WHERE?** | **WHEN?** |
| **Children’s Development records, Progress reports, daily information books etc** | **Learning Journey Profiles, Day books, communication between school teachers and Woody’s.** | **To inform parents of their child’s day, to inform parents of their child’s development and progress, to inform outside agencies and schools about progress and development.** | **Parents,**  **Schools,**  **Outside agencies.** | **Within Woody’s environment, sent to outside agencies via secure portal.** | **Actively held on file throughout the child’s time at Woody’s.**  **Archived until child’s D.O.B + 25 years** |

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