



## Consent Form Regarding General Data Protection Regulations (GDPR)

Dear

**GDPR - General Data Protection Regulations** is a new law and replaces the current Data Protection Act 1998 and Privacy and Electronic Communications Regulations 2003 from 25 May 2018. We as a setting respect the privacy of you as parents and your children. Therefore, any information collected is used to provide appropriate care for your children and to communicate effectively with you.

In light of these changes, we have to obtain written permission from all parents about the type of data we hold, how it is held, for how long and how it is deleted. Our setting may need to share information from time to time and we also require your permission to do this.

The records we hold at present are as follows:

Name & Date of Birth,

Email address,

Postal address

Copies of birth certificates.

In some cases, we hold copies of the parent's national insurance numbers (for the children who stay for 30 hours free funding)

Telephone numbers

Photos

The information held for our setting is stored in locked cabinets and each information has a retention period for individual records.

**I give my consent for Peter Pan Pre-school to hold the information as listed above**

Signed.....Date .....

Name.....

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Telephone No. 01483 798264 Registered Charity 1062788 [peterpanpg@btconnect.com](mailto:peterpanpg@btconnect.com)





From time-to-time correspondence is sent by email. Emails are electronic and can be stored on the computers.

**I give consent for information to be held electronically and sent electronically via email between parents and Peter Pan Pre-school.**

**Signed**.....**Date** .....

**Name** .....

Confidentiality and Sharing of Information.

Your personal information and your child's information is used for the purpose of our records. Issues regarding safeguarding may be shared in circumstances if we feel there are issues regarding your child's safety.

Staff as key persons may discuss individual children within the setting as part of their development records. All staff sign a confidentiality agreement, and they are aware of how data is stored and the requirements for storing it.

We keep an audit record of the information we hold, and this will be reviewed termly. As part of the EYFS (early years foundation stage) we hold development records of the children.

**I give my consent for Peter Pan Pre-school to hold the information as follows and give permission for it to be used for children's records.**

**Signed**.....**Date** .....

**Name** .....



We have a closed face book page where pictures and details of our activities can be shared.

**I give my consent for Peter Pan Pre-school to post pictures of my child on the face book page and to be stored electronically. Pictures of the children are deleted weekly from the cameras and computer. We also store pictures inside our classrooms and on the children's pegs.**

**Signed .....** **Date.....**

**Name .....**

We hold information on our computers in regard of invoicing. This is the name of the child and the payment which is required. No further details are required.

After the retention period for records has finished all data is shredded and destroyed and disposed of appropriately.

You have a right to see the data held about you and your child and ask for any errors to be corrected. Even after your child leaves our setting, we have a statutory duty to retain some of this data.

If at any time you wish to make a complaint about the information held you can make a referral to the ICO (Information Commissioners Office)

Please sign and confirm each section which are contained within this consent form.

Sandy Bracken  
Manager

Revised 27/02/2023