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| LINKS CHILDCARE POLICIES & PROCEDURES | | |
| GDPR POLICY | | |
| PRIVACY NOTICE FOR PARENTS / GUARDIANS | | |
| Last Review Date: June 2023 | Policy No.47E | Issued: 2018 |

Your Personal Data: What Links Childcare Needs

Links Childcare is what is known as the ‘Controller’ of the personal data you provide to it. We take your privacy seriously and will only use personal information about you and your child to provide the services you have requested from us and administer your account.

We collect a variety of personal data to be able to deliver the service requested by you. Most of this data is captured on an enrolment form or on the forms required to obtain government funded fees or fee subsidisation (where applicable).

The enrolment form includes your name, address, details of your child including date of birth plus further detail on any specific medical and other relevant health-care details, and history necessary to allow us to ensure the welfare and safety of your child. Because of the sensitive nature of much this information, you will be asked to confirm your consent for us to collect and hold the information before we do so.

In addition to this, Links Childcare will, at your request and again with your consent, gather additional information on your nationality, religion, and ethnic origin, if you believe this to be an important factor in providing the appropriate care and support for your child.

The enrolment form also collects the contact details and phone numbers of your child’s emergency contacts and authorised collectors. You are required to ensure these persons agree to their information being stored and you will be asked to confirm this on the enrolment form.

The Funding Forms may collect personal data including your PPS number and your social welfare status. This is only collected to allow us process funding applications on your behalf to allow you access subsidies or free care and education for your child (where eligible and applicable).

Why Links Childcare Needs Data

Links Childcare needs your basic personal data to provide you with its services in line with this overall contract. We will not collect any personal data from you that is not needed to provide and oversee this service to you.

What Links Childcare Does with Data/Disclosure

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
- Regulators such as TUSLA or the Revenue Commissioners
- Inspectors (TUSLA, Department of Education and Science and Health & Safety Authority)
- External personnel such as HR contractors/advisors, accountants, banking institutions, insurance companies, An Garda Síochána and professional advisors.

Links Childcare has a Data Protection Policy in place to oversee the effective and secure processing of your personal data.

How Long the Service Keeps Data/Retention Period and Criteria Used

The Service will keep your and your child's personal data for as long as he or she remains within our , and for the period afterwards required by the relevant statutory and legislative guidelines that apply. More information on Links Childcare's retention policies can be found by referring to the **Links Childcare Retention Schedule**.

What are your rights?

If you wish to see what information Links Childcare holds on you or your child, simply contact the Manager either by post or email (info@linkschildcare.ie) and the Data Protection Officer will respond to you within 30 days of receipt of your request.

If at any point you believe the information Links Childcare holds about you is incorrect, you may request to have it corrected. You can contact the Manager at your child's centre. If you wish to raise a complaint on how Links Childcare has handled your personal data, you can also contact the Manager.

Crèche Locations:

Links Childcare, The Links, Station Road, Portmarnock, Co.Dublin

Links Childcare, Seabrook Manor, Station Road, Portmarnock, Co.Dublin

Links Childcare, St Olaves, Kinsealy, Co.Dublin

Links Childcare, Distillery Road, Off Clonliffe Road, Drumcondra, Co.Dublin

Links Childcare, Abington Wood, Sword Road, Malahide, Co.Dublin

Links Childcare, Latchford Place, Clonee, Dublin 15

Links Childcare, Castlelands, Balbriggan, Co.Dublin

Links Childcare, Old Naas Road, Citywest, Co.Dublin

Links Childcare, Somerset House, Stradbroke Road, Blackrock

Links Childcare, Eastpoint Business Park, Clontarf, Co.Dublin

Links Childcare, Birch Hall, Clay Farm, Leopardstown, Dublin 18

Links Childcare, Brighton Wood, Foxrock, Dublin 18

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| Review Dates: | June 2023 | | |
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