

Early Years Inspectorate Data Protection Notice

This notice was last reviewed in October 2024.



Tusla, the Child and Family Agency is the regulatory authority responsible for the registration and inspection of Early Years Services which includes pre-school, school age and childminding services.

As part of the role and function and to comply with the specific legislation, personal data may be processed as follows:

Process Name	Personal Data	Purpose*	Information may be shared with
Registration	<ul style="list-style-type: none"> • Identification information including name and surname • Contact information such as email address and telephone number • Location information including address • Employment and professional information including professional registration • Special category data including criminal information • Family, lifestyle, and social circumstances information 	<p>Initial An application for registration for all early years' services is made using the Tusla Web Portal.</p> <p>The following documents are included in the initial registration:</p> <ul style="list-style-type: none"> • Garda vetting disclosure • Police vetting declaration • Written references • Proof of identification • Signed declaration • Insurance documentation <p>Renewal The renewal of registration application is also made via Tusla Web Portal.</p>	<ul style="list-style-type: none"> • Tusla
Vetting	<ul style="list-style-type: none"> • Valid photographic identification information to include name and date of birth • Evidence of current address • Details on previous address history and any names/alias previously known as • Conviction history • Particulars of any criminal record and any statement of the specified information • Application ID and e-vetting portal credentials 	<p>The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for the vetting of persons conducting relevant work with children or vulnerable persons.</p> <p>For further information see National Vetting Bureau (garda.ie)</p>	<ul style="list-style-type: none"> • An Garda Síochána (AGS)- National Vetting Bureau

Early Years Inspectorate Data Protection Notice

This notice was last reviewed in October 2024.



Application of suitability	<ul style="list-style-type: none"> • Identification information including name and surname • Employment information • Health and wellbeing information • Special category data including medical information • Family, lifestyle, and social circumstances including welfare information 	Assessment of potential childminders to determine their suitability for providing childminding services.	<ul style="list-style-type: none"> • Tusla
Change of circumstances application	<ul style="list-style-type: none"> • Identification information including name and surname • Contact information such as email address and telephone number • Location information including address • Employment information • Special category data including criminal information 	<p>For a change in circumstances request, the application is made via email to a dedicated Tusla mailbox (cic.eyi@tusla.ie).</p> <p>The following documents may be included in the change in circumstances application (depending on the change being requested):</p> <ul style="list-style-type: none"> • Garda vetting disclosure • Police vetting declaration • Written references • Proof of identification / Photo ID • Signed declaration • Insurance documentation 	<ul style="list-style-type: none"> • Tusla • DCEDIY
Notification of incident	<ul style="list-style-type: none"> • Identification information including name and surname • Location information including address • Personal data contained within the incident report • Special category data including medical information 	Early years services are required to notify Tusla in case of any notifiable incidents as specified under the relevant regulations.	<ul style="list-style-type: none"> • Tusla • State Agencies such as Health and Safety Authority, Public Health (if required) • DCEDIY
Feedback and Concerns	<ul style="list-style-type: none"> • Identification information including name and surname • Contact information such as email address and telephone number • Location information including address 	Individuals (parents, visitors, etc.) are encouraged to submit their feedback or concerns regarding an early years or childminding service to Tusla.	<ul style="list-style-type: none"> • Tusla • An Garda Síochána (AGS) • DCEDIY

Early Years Inspectorate Data Protection Notice

This notice was last reviewed in October 2024.



Cessation of service	<ul style="list-style-type: none">• Identification information including name and surname• Contact information such as email address, telephone number• Location information including address	Early years services are required to notify Tusla in writing of the cessation of service not later than 28 days after the cessation of service. This is performed by mailing the 'Cessation of Service' form to a dedicated Tusla mailbox (cic.eyi@tusla.ie).	<ul style="list-style-type: none">• Tusla• DCEDIY
----------------------	--	--	--

*Purpose and Legal Basis

The purpose for processing personal data is to facilitate the regulation of Early Years Services:

- Compliance with a legal obligation where Tusla is required under the Early Years regulations, namely:
 - Child Care Act 1991, section 58 as amended by Part 12 of the Child and Family Agency Act, 2013 (No. 40 of 2013)
 - Child Care Act 1991 (Early Years Services) Regulations 2016 (S.I. No 221/2016)
 - Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018 (S.I. No. 575/2018)
 - Child Care Act 1991 (Early Years Services) (Amendment) Regulations 2022 (S.I. No. 195/2022)
 - Child Care (Amendment) Act 2024 (No. 19 of 2024)
 - Child Care Act 1991 (Early Years Services) (Childminding Services) Regulation 2024
- Necessary for the performance of tasks carried out in the public interest or in the exercise of official authority vested in Tusla.

The processing of special category data is necessary to facilitate the regulation of Early Years Services.

Data Protection Rights

All individuals have legal rights in relation to their personal data. For further data protection information or to exercise these data rights please see the main [Tusla Data Protection Notice](#).