



Bowes Pre-School & Holiday Club

10.14 Privacy Notice

Bowes Pre-school and holiday club are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This Privacy notice explains what personal data Bowes Pre-school and Holiday club collect, why we collect it, how we use it and how we protect it.

What personal data do we collect?

Bowes Pre-school and holiday club collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:-

- Child's name
- Date of birth
- Address
- Health and medical needs
- Development needs
- Any special educational needs
- Characteristics (For example, ethnicity, language, nationality, county of birth)

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

Bowes Pre-school and holiday club will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you, include:-

- Your name
- Home and work address
- Phone numbers
- Email address
- Emergency contact details
- Family details

We will also collect attendance data, such as sessions attended, number of absences and absence reasons.

This information will be collected from you directly in the enrolment form.

If you apply for up to 30 hours free childcare, we will also collect:

- National insurance number or Unique taxpayer reference (UTR) if you are self-employed, of both parents (if applicable)

- We also may collect information regarding benefits and family credits that you are in receipt of.

Why we collect this information and the legal basis for handling your data.

Bowes Pre-school and holiday club use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:-

- To contact you in case of emergency
- To support your child's wellbeing and development
- To provide appropriate pastoral care and safeguarding
- To manage any special educational, health or medical needs of your child whilst in our setting
- To carry out regular assessment of your child's progress and to identify any areas of concern
- To maintain contact with you about your child's progress and respond to any questions you may have
- To process your claim for up to 30 hours free childcare (only where applicable)
- To keep you updated with information about our service

With your consent, we will also record your child's activities for their individual learning record and for our floor books. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending (see Transfer of Records Policy).

Who we share your data with

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- The local authority (where you claim up to 30 hours free childcare as applicable)
- The governments eligibility checker (as above)
- Family support services
- Health Visiting team
- Our insurance underwriter (if applicable)
- Our setting software management provider (if applicable)
- The school that your child will be attending

We will also share data if:

- We are legally required to do so, for example, by law, by a court or the Charity Commission;
- To enforce or apply the terms and conditions of your contract with us;
- To protect your child and other children; for example by sharing information with social care or the police;
- It is necessary to protect our rights, property or safety
- We transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer/new management so that they may continue the service in the same way
- We will never share your data with any other organisation to use for their own purposes.

How do we protect your data?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

- Using password protection on computer files
- Any paper documents are kept in securely locked filing cabinets or cupboards
- The office door is locked when the building is empty

How long do we retain your data?

We retain your child's personal data for up to 7 years after your child no longer uses our setting. Medication records, accident records and SEND information are kept for 21 years, in accordance with legal requirements. Your child's learning and development records are maintained by us and given to you when your child leaves.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our Children's and Provider records policy).

Your rights with respect to your data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold.

You have the right to:

- Request access, amend or correct your/your child's personal data
- Request that we delete or stop processing your/your child's personal data, for example where data is no longer necessary for the purposes of processing; and
- Request that we transfer your and your child's personal data to another person.

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at:-

The Information Commissioner Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

ico.org.uk/


Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.

Contact

If you would like to discuss anything in this privacy notice, please contact:-

Nicky Alderson –Manager
Ruthie Painter – Deputy Manager



Please sign to say you have read and understood this Privacy Notice and return to a member of staff.

Sign:

Date:

Print: