

# Before and After School At Pitton Privacy Notice

## Introduction

Before and After School At Pitton is 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 we collect, why we collect it, how we use it and how we protect it, and relates to the before and after school provision, Before and After School At Pitton, setting address Pitton Primary School, White Way, Pitton, Salisbury, SP5 1DT.

## What personal data do we collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs.

Personal details that we collect about **your child** include:

- personal information such as your child's name, date of birth, address,
- characteristics such as ethnicity, language, nationality & country of birth,
- health and medical needs,
- development needs,
- any special educational needs including behaviour,
- attendance information (such as sessions attended, number of absences & absence reasons)

Where applicable we will obtain child protection plans from social care and health care plans from health professionals. We 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 address, phone numbers (home, mobiles, work), emails addresses, occupation, emergency contact details, and family details

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

Whilst the majority of children's information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with GDPR we will inform you whether you are required to provide certain information to us or if you have a choice in this.

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

We 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:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at our setting
- to maintain contact with you about your child's progress and respond to any questions you may have
- to keep you updated with information about our service

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare.

## Who we share your data with

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless we are legally required to do so or it is the only way we can make sure you stay safe and healthy.

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

- Ofsted - during an inspection or following a complaint about our service
- Childcare voucher payment schemes
- our insurance underwriter (if applicable for health reasons)

We will also share your data with Pitton Primary School to ensure the wellbeing of your child and a continuity of provision.

We will also share your data if:

- We are legally required to do so, for example, by law or by a court;
- 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 via the Multi-Agency Safeguarding Hub (MASH) or the police;
- it is necessary to protect our/or others rights, property or safety
- We transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer so 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 keep personal information about you and your child on computer and on paper.

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

- ensuring laptops are password protected and Sensitive files password protected
- ensuring data is stored in locked cabinets with restricted access

### **How long do we retain your data?**

We retain your child's personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements.

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 Confidentiality & Information Sharing Policy & Documentation Policy).

### **Automated decision-making**

We do not make any decisions about your child based solely on automated decision-making.

### **Your rights with respect to your data**

You have the right to:

- request access, amend or correct your/your child's personal data (See Confidentiality & Information Sharing Policy)
- request that we delete or stop processing your/your child's personal data, for example where the 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 have, or 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 Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or [ico.org.uk/](https://ico.org.uk/)

**Changes to this notice**

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

**Privacy Notice**

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