

# Happy Faces Playgroup

*Charity No. 1029688*

## PRIVACY NOTICE

### **Introduction**

Happy Faces Playgroup is committed to ensuring that any personal data held about parents/carers and children is protected in accordance with data protection laws, and is used in line with expectations.

This Privacy Notice explains what personal data is collected by the setting, why it is collected, how it is used and how it is protected.

### **What personal data is collected?**

Personal data about parents/carers and children is collected in order to provide care and learning that is tailored to meet a child's individual needs. Information is also collected in order to verify eligibility for free childcare, as applicable.

Personal details collected about the child include:

- child's name, date of birth, address, health and medical needs, development needs, and any special educational needs.

Where applicable, child protection plans will be obtained from social care, and health care plans from health professionals.

Information will also be required regarding who has parental responsibility for the child and any court orders pertaining to the child.

Personal details collected about parents/carers include:

- names, addresses, telephone numbers, email addresses, emergency contact details, and family details.

Where applicable, if applying for up to 30 hours free childcare, the following information will be collected:

- National Insurance Number or unique taxpayer reference (UTR) if self-employed, along with information regarding benefits and family credits.

The above information will be collected directly in the application and registration form, and any other forms/documents completed in relation to the child's registration at the playgroup.

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## PRIVACY NOTICE (contd.)

### **Why this information is collected and the legal basis for handling the data**

Personal data about parents/carers and children is used in order to provide childcare services and fulfil the contractual arrangement entered into. This includes using data to:

- make contact in case of emergency
- support the child's wellbeing and development
- manage any special educational, health or medical needs of the child whilst at the setting
- carry out regular assessment of the child's progress and to identify any areas of concern
- maintain contact with the parent/carer about the child's progress and to respond to any questions
- process claims for up to 30 hours free childcare (where applicable)
- keep parents/carers updated with information about the setting's service

With consent, the setting will also record the child's activities for individual learning records. This may include photographs and videos. Consent can be withdrawn at any time for images taken by confirming so in writing.

The setting has a legal obligation to process safeguarding related data about the child should there be concerns about welfare. The setting also has a legal obligation to transfer records and certain information about the child to the school that the child will be attending (see *Transfer of Records Policy*).

### **Who data is shared with**

In order for the setting to deliver childcare services, data will also be shared, as required, with the following categories of recipients:

- Ofsted (during an inspection or following a complaint)
- banking services to process chip and pin and/or direct debit payments (as applicable)
- the Local Authority where up to 30 hours free childcare is claimed (as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- our setting software provider (if applicable)
- the school that the child will be attending

Data will also be shared:

- if the setting is 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 the Agreement with the setting;
- to protect the child and other children, for example by sharing information with social care or the police;
- if it is necessary to protect the setting/others rights, property or safety.

The setting will never share data with any other organisation to use for their own purposes.

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## PRIVACY NOTICE (contd.)

### How data is protected

Personal data is protected from unauthorised access, prevented from being lost, accidentally destroyed, misused, or disclosed by keeping paper records locked away securely at the setting, or within an offsite secure storage facility. Electronic records are password protected.

### How long data is retained

A child's personal data is retained for up to 6 years after the child leaves the setting, or until the next Ofsted inspection after the child leaves the setting. Medication records and accident records are kept for longer, according to legal requirements. A child's learning and development records are maintained by the setting and handed over when the child leaves.

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

### Automated decision-making

Decisions are not made about a child based solely on automated decision-making.

### Parents/carers' rights with respect to data

Parents/carers have the right to:

- request access, amend or correct any personal data;
- request that any personal data is deleted or to stop processing data, for example where the data is no longer necessary for the purposes of processing; and
- request that any personal data is transferred to another person.

These rights may be exercised at any time. The setting should be contacted regarding any questions, comments or concerns about this Privacy Notice or how any data is handled. If concerns are continuing regarding the way data is handled, following raising concerns with the setting, parents/carers have the right to complain to the Information Commissioner's Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or [ico.org.uk/](http://ico.org.uk/)

### Changes to this notice

This notice will be kept under regular review. Any changes will be notified where appropriate.

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