



Play Cabin Privacy Notice

Introduction

We 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 we collect, why we collect it, how we use it and how we protect it.

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. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

- Your child's name, gender, date of birth, ethnic origin, home address, allergies, immunisations, dietary requirements, religion, health and medical information, development needs, and any special educational needs.
- 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, occupation, contact information (e.g. phone numbers, email address etc), and family details.
- Your national insurance number. (If you are receiving 15 or 30 hours free childcare)
- Your date of birth. (If you are receiving 15 or 30 hours free childcare)
- Your Local Authority unique reference number (URN). (If you are eligible for 15 hours free childcare for 2 year olds.)
- Your HMRC eligibility code. (If you are eligible for 30 hours free childcare)

We will also collect personal information for other contacts you provide us. This includes emergency contacts and those you have given permission to collect your child from preschool. This information includes;

- Name, contact number and relationship to you/ your child.

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

We use personal data about you, your child and your emergency contacts in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using the 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 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 verify your eligibility and process your claim for up to 15 hours free childcare for 2 year olds (where applicable)

- to process your claim for the universal offer of up to 15 hours free childcare for all three and four year olds. (where applicable)
- to check your eligibility for early years pupil premium.
- to verify your eligibility and process your claim the extended offer of up to 30 hours free childcare for three and four year olds.(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. 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.

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 government's eligibility checker (as above)
- the school that your child will be attending
- education, health or social care professionals involved in the care of your child (e.g. health visitors, speech and language therapists, social workers etc)

We will also share your 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/or others rights, property or safety

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 implementing the following measures;

- personal data held in manual files (paper documents) are stored in locked cabinets within the preschool.
- appropriate technical measures are implemented to protect personal data held electronically. (e.g. antivirus, firewalls, software updates, password protection policies.)
- use of locked cabinets to hold relevant personal data for the required period after children have left the preschool.
- personal data we no longer need to hold is securely shredded (for manual files) or deleted (electronic files).

How long do we retain your data?

Registration data - (including application forms, registration forms, consent forms & contracts)

These forms hold personal data relating to you and your child. We retain this 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.

Children's records – (including registers, cohort tracker analysis, medication records and accident records). These will be retained in line with the retention periods for Registration data above. (Note: Medication records and accident records may be retained for longer according to legal requirements.) Your child's learning and development records are maintained by us and handed to you when your child leaves. If your child's next school/ nursery provider requests any records to be transferred to them, this will be processed in line with our policy for 'Transfer of records to school'. In some instances (i.e. child protection, or other support service referrals) we are obliged to keep your data for longer to comply with local authority or legal requirements.

Finance records – (including invoices, receipts, attendance patterns, start/ leave dates, child's name and date of birth and billing contact details). We retain this information for a period of 6 years to comply with Charity Commission and Companies House legislation pertaining to financial records. All parental declaration forms are retained in line with Local Authority requirements.

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
- 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 or organisation.

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 Lloyd Razemba using the email address info@theplaycabin.co.uk. 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 Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

Changes to this notice

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