



Springboard Inclusion Support Service Privacy Notice

Data Protection Act 1998 and General Data Protection Regulation (GDPR) 2018

How and why we gather and use your information:

We process personal data relating to children and settings supported through the Springboard Inclusion Service.

We must have a legal basis for collecting data from you, and under GDPR there are six lawful bases:

- Consent, contract, legal obligation, vital interests, public interest or legitimate interest.

We will be processing data under the following legal bases:

Contract - Information we need to set up and fulfil our contract with the setting (Setting Name, contact details, hours and times support required). We are required by law to keep some information for a period of time after the contract ends. We dispose of it securely at the correct time.

Legitimate Interest - Personal data about the child and parent/carers in order to meet the child's needs. (Child's name, DoB, parent/carer names, address, contact number). Data will be retained and destroyed according to Springboard's Data Protection Policy.

How is your data stored and who accesses it?

Springboard takes your privacy very seriously. We store this information on paper forms and electronically. It may be accessed by staff providing the support, line managers and staff needing information for administration or invoicing purposes.

Information Sharing:

To support the child's welfare and development it is likely that mainstream setting staff will share e.g. targets, plans and progress reports, and also therapy programmes and input from health and education professionals, with the Springboard member of staff. All information will be treated confidentially and not stored by Springboard.

Springboard practitioners working in mainstream settings will be given appropriate support, including regular meetings with their line manager and team meetings. As part of this process, supported children and their needs will be discussed.

Making a 'Subject Access Request'

If you want to see a copy of the information we hold about you, please contact Liz Smith, Springboard Business Manager and Data Controller, 01275 341113 liz@springboardweb.org.uk