



## Privacy Notice for Parents/Carers

13.07.18

Dear Parents & Carers

As you are no doubt aware new data protection legislation (General Data Protection Regulation, GDPR) came into force on May 25<sup>th</sup> 2018.

Springboard takes your privacy very seriously. At the moment we are reviewing our data protection policy and procedures and most impact from GDPR will be behind the scenes.

We ask for personal data about you and your child in order to deliver a childcare service to you, and to meet your child's needs. We must have a legal basis for collecting data from you, and under GDPR there are six lawful bases:

1. Consent: an individual has given clear consent for you to process their personal data for a specific purpose
2. Contract: the processing is necessary for a contract you have with an individual
3. Legal obligation : the processing is necessary for you to comply with the law
4. Vital interests: the processing is necessary to protect someone's life
5. Public interest: the processing is necessary for you to perform a task in the public interest
6. Legitimate interest: the processing is necessary for your legitimate interests

We will be processing your data under the following legal bases:

Legal obligation, consent, legitimate interest and contract.

Where we require consent we will provide a way for you to positively make a decision about the information that you make available, and how this is shared. You will be able to change your mind at any time.

This will include the use of photos, videos, case studies, and your involvement in promotion and marketing activities.

This information will have been collected from you as part of your child's induction to the setting. We ask for information verbally and on paper forms. We store it on paper forms and digitally.

We will ask for information at regular intervals to ensure it is up to date and all families will be asked to complete a new registration form in September 2018.

The information we require is:

- Child's name
- Child's age and date of birth
- Child's gender
- Child's address
- Parent's names, addresses, contact details
- Who has parental responsibility for the child
- Names of other children in the family
- Emergency contact names, addresses, phone numbers
- Child's doctor's name and contact details
- Health clinic/health visitor
- Child's NHS number
- Other professionals working with the child/family
- Attendance at other Early Years Settings
- Any allergies/ medical history/dietary requirements
- Information about immunisations
- Whether the child has any special educational needs or disabilities
- Ethnic group
- Religion
- Home language(s)
- Parents' National Insurance number & date of birth for certain claims.

We are required to hold and use this personal data in order to comply with the Statutory framework of England, Ofsted, The Department of Education, and the North Somerset Early Years Team.

The data will be used to:

- support your child's development
- monitor and report on your child's progress
- share information about activities in our setting
- contact named people in an emergency
- share with other professionals in accordance with legislation
- ensure a contract of service is delivered and maintained
- ensure that your child and this setting receive the statutory funding for which we are eligible

The data, when necessary, may be shared with:

- Other professionals supporting your child, for example health visitor, other early years setting, school, other health or education professional
- The local authority, through the Early Years Funding Claims Hub which includes Free Early Education Entitlement headcount and annual Early Years Census.
- The local authority for the purposes of funded services they support for example Children Centres , e –start

- The local Safeguarding children's board or Social Care Referral and Assessment Team if there were concerns about the safety of your child.
- OFSTED

We are required by law to keep some information about your child for a period of time after they have left our setting. We dispose of it securely at the correct time.

If you want to see a copy of the information we hold and share about your child, please contact Liz Smith, Springboard Business Manager and Data Controller, 01275 341113 [liz@springboardweb.org.uk](mailto:liz@springboardweb.org.uk)

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I confirm that I have read and understood Springboard Opportunity Group's Privacy Notice for Parents/Carers

Parent/ Carer Name :

Signature:

Date: