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# Little Acorns Clubs (Little Acorns out of school clubs Ltd) Data Protection - Privacy Policy in Full (A brief version of this policy is displayed on our notice board at our clubs)

In order to provide a professional care service and meet statutory requirements, it is necessary for us to collect and record information about children and their families.

Any personal data that we handle will be processed in accordance with all applicable data protection laws in force. Currently, the General Data Protection Regulation (GDPR).

This privacy notice informs you about:

What information is collected about your child and you as a parent / carer.

The methods used to collect and securely store this information.

What the information is used for.

Whom information is shared with and why.

The methods used to share information.

How to request access to any data held about you and your child.

**The type of information that we collect, hold and share includes:**

Personal Information (such as names, dates of birth, family composition, contact information and emergency contact details)

Sensitive Information (such as health / medical information, additional support needs and details of any other services involved)

Characteristics and Preferences (such as ethnicity, religious / cultural preferences, nationality, language, dietary requirements, likes and dislikes, daily routine information)

Attendance Information (such as sessions attended, absences and reasons for absence / non-attendance)

Learning and Development information (such as observations, development progress and achievements, activity participation)

**We collect this information for the following purposes:**

To ensure the wellbeing of all children and meet individual care needs

To meet my statutory obligations as a childcare provider

To respect family beliefs and where possible, tailor care to support existing routines, lifestyle choices and preferences

To monitor and report on children’s learning and development progress

To access additional support services where applicable

To access financial support or funding for eligible families

To comply with the law with regards to data sharing

To regularly assess the quality of my care service

**The lawful basis on which we use this information:**

We collect and use information about children and families on the basis of legal obligation, in order to meet our statutory requirements as a childcare provider, and for the legitimate interests of everyone associated with our childcare service. We may also process special category data (for example details about ethnicity, religion, cultural preferences, diet or health) where explicit consent has been given for the purposes of meeting individual needs and care preferences.

**Collecting Information:**

Whilst the majority of information collected is mandatory in order for us to meet the statutory requirements of a registered childcare provider (for example from Ofsted, the EYFS / Health and Social Care Standards, some of it may be provided on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information or if you have a choice in this. In all circumstances, any information we request is always for the purposes of delivering high quality care and improving outcomes for your child.

**Data Collection and Storage Methods:**

We use the following methods to collect information and ensure it is stored securely:

Paper forms, printed records and photo copies – Stored in locked filing cabinet

Electronic forms, emails, photographs, videos – Stored on business computer with both password and virus protection

Online Childcare System / Web Application – These are secured with password and hosted by a reputable company with their own security measures and a system that is totally compliant with the data protection procedures of the General Data Protection Regulation.

**Retention Period – How long is data stored for:**

Information that had been collected about children and their families will be retained until it is no longer required as evidence for Ofsted / HMRC or for insurance purposes. In the majority of circumstances this will be no longer than 3 years after the child has left the setting, however to comply with insurance requirements, any information relating to safeguarding and welfare must be retained until a child is 21 years old. When a child moves on from the setting, normal procedures will include providing families with any additional material, for example photographs and artwork. With permission from parents, any learning and development information can be forwarded on to the child’s future care setting / school / nursery to help support transition.

Any information that is not passed on to parents or forwarded to a future setting and is no longer required will be destroyed. Paper documents will be shredded and any digital information will be securely deleted.

**It is your responsibility as a parent/carer to inform us of any changes to the information we hold, this is extremely important with any changes relating to medical conditions, allergies and contact details for parents and emergency contacts.** You can do this by visiting our website or emailing us direct

**Sharing Information with parents and carers:**

We will share information with parents and carers via the following methods:

Verbally – face to face discussions or via telephone

In writing / paper form – letters, forms, contact diaries, learning journals, progress reports

Digitally – Emails (including activity reports sent via secure online childcare system / website, Text Messages, Private Facebook Page

If there are any methods of communication you would prefer not to be used, please discuss this with the Club Manager or Owners.

**Sharing Information with others:**

Any information given to us, either verbally or in writing, regarding your child or your family will be treated as private and confidential, however certain situations may require us (or our staff) to share details with others.

**These situations include:**

As evidence to Ofsted on request or inspection.

To work efficiently with members of staff and ensure continuity of care.

To seek advice from other professionals for example to assist with additional support or medical needs.

To support transition when a child is moving onto a new setting or to support wellbeing and development where there is to be a shared care arrangement.

To apply for funding / early years entitlement

Where information about your child is to be shared with others, we will ask for your permission to ensure that you understand fully who information is being shared with and the reasons for this. Only in exceptional circumstances, for example in an emergency situation or where there are safeguarding concerns, will information be shared without consent in order to inform the emergency services, alert the local safeguarding team or notify the police.

**Displaying and Publishing Information:**

In order to share children’s experiences and achievements with families, we like to display photographs of children taking part in activities and examples of their artwork and achievements in the setting. We may also include photographs and share news about individuals in newsletters, on our website, private Facebook page or information / welcome booklets which may be viewed by existing, previous and prospective families. Again, permission will be requested for this and we will respect your wishes if you would prefer any images or material specifically relating to your child not to be included.

**Requesting Access to Data:**

Under data protection legislation, you have the right to request access to information that we hold about you and your child. To make a request for personal information, or if you would like access to your child’s records and learning and development information, please do not hesitate to ask in person or contact the Club Manager or Owners via email or telephone to make a request.

**You also have the right to:**

object to processing of personal data that is likely to cause, or is causing, damage or distress

prevent processing for the purpose of direct marketing

object to decisions being taken by automated means

in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and

claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way our company is collecting or using your personal data, We request that you raise your concern with the Club Manager or Owners in the first instance so that they can work with you to resolve the situation. Alternatively, you can contact the Information Commissioner’s Office at https://ico.org.uk/concerns/

**Changes to Privacy Notice:**

This privacy notice will be reviewed regularly and updated as necessary to reflect any changes to data collection or processing methods.

If there is anything in this privacy notice you would like to discuss, please do not hesitate to contact us.

**Created: August 2020**

**Last Reviewed Updated: MARCH 2024**