

PRIVACY NOTICE

Aim

We at Roundabout 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 Roundabout Pre-School collects, why Roundabout Pre-School collects it, how Roundabout use it, the control you have over your personal data and the procedures Roundabout Pre-School has in place protect it.

When we refer to "we", "us" or "our", we mean Roundabout Pre-School Ltd. The Data Protection Officer at Roundabout Pre-School can be contacted at roundaboutplaygroup@yahoo.co.uk.

Our full legal information as a data controller, is:

Roundabout Pre-School Ltd, a charity registered in England and Wales (number 1144315) and a company incorporated in England and Wales (number 7776843) with its registered office address at The Portacabin, Newlathes Primary School, Victoria Crescent, Leeds, LS18 4PT.

What personal data Roundabout Pre-School will collect

Roundabout Pre-School 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 we collect about your child include:

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

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

Roundabout Pre-School 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 and work address, phone numbers, emergency contact details and family details, your e-mail addresses.

This information will be collected from you directly on the registration/ enrolment form.

If you apply for Free Early Education Entitlement through Roundabout Pre-School will also collect:

- Your voucher code
- Your date of birth & National Insurance number

Who we share your data with

In order to meet our safeguarding and welfare requirements, we must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

Sharing information is an intrinsic part of any frontline practitioners' job when working with children and young people. The decisions about how much information to share, with whom and when can have a profound impact on individual's lives. It could ensure that an individual receives the right services at the right time and prevent a need from becoming more acute and difficult to meet. At the other end of the spectrum it could be the difference between life and death.

Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government 2015)

Roundabout Pre-School recognises that parents have a right to know the information they share with Roundabout Pre-School will be regarded as confidential, as well as to be informed about the circumstances when, and the reasons why Roundabout Pre-School are obliged to share information.

Roundabout Pre-School record and share information about children and their families in line with the six principles of the General Data Protection Regulations (GDPR), 2018. The six principles state that personal data must be:

- Processed fairly, lawfully and in a transparent manner in relation to subject data
- Collected for specific, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes
- Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed
- Accurate and where necessary, kept up to date
- Kept in a form that permits identification of data subjects for no longer than necessary for the purposes for which that data is processed
- Processed in a way that ensures appropriate security of the personal data including protection against accidental loss, destruction or damage, using appropriate technical or organisational measures.

We are obliged to share confidential information without authorisation from the person who provided it or to whom it relates, if it is in the public interest that is when:

- It is to prevent a crime from being committed or to intervene where one may have been, or to prevent harm to a child or adult

Not sharing it could be worse than the outcome of having shared it.

We will also share your data if:

- we are legally required to do so, for example, by a law enforcement agency, court or the Charity Commission;
- it is necessary to protect our rights, property or safety or to protect the rights, property or safety of others; and
- we transfer the management out or take over any other organisation or part of it (including us), in which case we may disclose your personal data to the prospective seller or buyer so that they may continue using it in the same way.
- We will never share your data with any organisation to use for their own purposes.

How do we protect your data?

We take the security of your personal data seriously. We have internal policies and strict controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed and to prevent unauthorised access.

Where do we store your data?

All data you provide to us is stored on secure computers and/ or in a secure location.

Our third party provider will also store your data on secure servers which may be situated inside or outside the European Economic Area.

How long do we retain your data?

We retain any records in line with the statutory retention periods stipulated by law.

Your rights with respect to your data

As a data subject, you have a number of rights. You can:

- Request to access, amend or correct the personal data we hold about you and your child/ children
- Request that we delete or stop processing your personal data, for example where the data is no longer necessary for the purposes of processing; and
- Request that we transfer your data to another person.

If you wish to exercise any of these rights above or you have any questions or concerns about any aspect of this notice or how we handle your data, please contact us in writing.

If you would like to request the personal data that we hold about you, we will respond within one month.

Changes to our Privacy Notice

This policy will be reviewed regularly and updated versions will be posted on our website.

Issued May 2018