



Privacy Notice

At Whitsers we respect the value and importance of personal data, which we consider to be any information by which a person can be identified by or any information which is specific to an individual person. We are committed to ensuring that any personal data we hold about you and your child (or children) is protected in accordance with data protection laws and is collected and held in a responsible, legal and transparent way.

This privacy notice details the type of personal data we collect and explains why it is collected, how it is used and what we do to protect it.

What personal data do we collect?

The principle reason that we collect personal data about you and your child (or children) is so that we are able to care for them, safeguard them and to assist their development according to their own individual needs.

Personal details that we collect about your child include your child's name, date of birth, address, health and medical needs, development needs, and any special educational needs. We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child. In addition to this we will also obtain child protection plans from social care and health care plans from health professionals if this is applicable.

Personal details that we collect about you include your name, home and work address, phone numbers, emergency contact details, and family details. This information will be collected from you directly in the registration form and you can update this at any time by emailing info@whitsers.org.uk.

We also collect information in order to verify your eligibility for funded childcare where this is applicable. If you apply for up to 30 hours free childcare, we will collect your national insurance number or unique taxpayer reference (UTR) if you are self-employed. We may also collect information regarding benefits and family credits that you are in receipt of.

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

Whitsers use personal data about you and your child (or children) to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your 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 Whitsers,
- 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 process your claim for up to 30 hours free childcare (only where applicable)
- to keep you updated with information about our service

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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. Furthermore we have a legal obligation to transfer records and certain information about your child to the school that your child will be attending (see *Transfer of Records* policy).

Who do we share your data with?

In order to deliver childcare services it is necessary to share your data with the following categories of recipients:

Ofsted – during an inspection or following a complaint

- banking services to process chip and pin and/or direct debit payments
- the Local Authority (where you claim up to 30 hours free childcare as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- the school that your child will be attending

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;
- to protect your child and other children; for example by sharing information with social care or the police;
- it is necessary to protect our rights, property or safety;
- it is necessary to protect the rights, property or safety of others;
- we transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way.

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:

- ensuring that all personal data is kept securely;
- that only the authorised committee members have access to personal data;
- that all staff and committee members receive instruction on how personal data should be processed, stored, transferred and erased.

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How long do we retain your data?

We retain your child's personal data for up to 3 years after your child leaves Whitsers or until our next Ofsted inspection after your child leaves Whitsers. Medication records and accident records are kept 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.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (for example the Limitation Act 1980). For more information about this please see our Children's and Provider Records policies.

Automated decision-making

At Whitsers we never make any decisions about your child based just 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

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 Whitsers handle your data please contact us using the email address info@whitsers.org.uk. If you have continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with [me/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

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

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