

Woodchester Early Birds Privacy Notice

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with the data protection laws and is used in line with your expectations. (GDPR)

We collect personal Data about you and your child to provide care that is tailored to meet your child's individual needs.

Personal details that we collect about your child include:

- Your child's name, date of birth, address, medical needs, development needs, and any special educational needs.
- Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

Personal details that we collect about you include:

- Your name, home address, phone numbers, email addresses, emergency contact details, and family details.
- This information will be collected directly from you in the registration form.

Why we collect this information:

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- Contact in case of an emergency
- To support your child well being and development
- To manage any special educational, health or medical needs of your child whilst at our setting.
- To keep you updated with information about our service

We have a legal obligation to process safeguarding related data about your child should we have any concerns about their welfare.

We will never share your information 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 all personal data being stored in a locked fire resistant filing cabinet in the playgroup building.

We will retain information for approximately 3 years.

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 purpose of processing.

I understand that Woodchester Early Birds Breakfast Club have an appropriate data protection policy.

Signed.....Date.....

Print Name.....