



## The Ark Breakfast and After School Club

Based at St Bede C of E Primary School, Gordon Road, Winchester SO23 7DD

### Privacy Notice - How we use children's information

The Data Protection Officer with responsibility for monitoring this privacy notice is Imogen Taylor.

#### Why do we collect and use children's information?

The Ark Breakfast and After School Club will record, process and keep personal information on you and your child in accordance with Article 6 – 'the rights of data subjects' under the Data Protection Act 1998. From May 2018 this will be Article 9 – 'processing of special categories of personal data' under the GDPR.

We use this data to:

- Support children's learning
- Safeguard the children in our care in accordance with relevant legislation
- Comply with Government legislation
- Assess the quality of our services

The Ark Breakfast and After School Club **collect, hold and share two kinds of records on children attending our setting.**

#### *Developmental records*

These include:

- Observations of children in the setting, photographs, video clips, samples of work and for Reception children developmental records.

#### *Personal records*

These include:

- Personal details – including the information provided on the child's registration form and any consent forms and characteristics such as ethnicity, language and nationality.
- Contractual matters – including the child's days and times of attendance, a record of the child's fees, any records of fee reminders and/or disputes
- Emergency contact details – including those people, other than parents/guardians with authorisation to collect the child from the setting.
- Children's health and well-being – including discussions about every day matters regarding the health and well-being of the child with the parent/guardian, records of accidents and medication records.
- Safeguarding and child protection concerns – including records of all welfare and protection concerns and our resulting actions, meetings and telephone conversations about the child and any information regarding a Looked After Child.
- Early support and SEN – including any focussed intervention provided by our setting, a record of the child's IEP and, where relevant, their Statement of Special Education Need.
- Correspondence and reports – including letters and emails to and from other agencies and any confidential reports relating to specific children

### **Collecting information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us 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 to us or if you have a choice in this.

### **Storing pupil data**

We ensure that access to children's files is restricted to those authorised to see them such as Administration Manager, Play Leader and Breakfast Leader. These confidential records are stored in a locked cupboard on the school premises and on a laptop with a secure password.

We retain children's records for three years after they have left the setting, except records that relate to an accident or child protection matter. These are kept until the child reaches the age of 21 years or 24 years respectively.

### **Sharing information**

The information that you provide to us, whether mandatory or voluntary, will be regarded as confidential. We do not share information about your child with anyone without consent unless the law and our policies allow us to do so.

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, when:

- there is evidence that the child is suffering or is at risk of suffering significant harm.
- There is reasonable cause to believe that a child may be suffering, or is at risk of suffering, significant harm
- It is to prevent significant harm arising to children, young people or adults, including the prevention, detection and prosecution of serious crime.

Further information regarding information sharing and confidentiality can be found in the attached policies.

### **Requesting access to your personal data**

Under data protection legislation, parents/guardians, children and young people have the right to request access to information about them that we hold. Where a child is too young to give 'informed consent' the parent is the 'subject' of the file and has a right to see the information held.

Reception children's developmental records are shared regularly with parents/guardians and formal requests to access these is not required.

To make a request for your personal information contact Imogen Taylor following the procedure detailed in our access to records policy.

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 would like to discuss anything in this privacy notice, please contact Imogen Taylor.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>