

Privacy Notice - How we use children's information

The Data Protection Officer with responsibility for monitoring this privacy notice is: Jo Crabtree.

Why do we collect and use children's information?

Jozone Kids Club Ltd will record, process and keep personal information on you and your child in accordance with the General Data Protection Regulations 2018.

We use this data to:

- Support children's learning
- Make assessments on children's development
- Safeguard the children in our care in accordance with relevant legislation
- Comply with Government legislation
- Fulfil contract requirements
- Assess the quality of our services
- Contact you regarding your child

Jozone Kids Club Ltd process two kinds of records on children attending our setting:

Developmental records

These include:

- Developmental information collected prior to the child starting at the setting
- Developmental information collected from other child care settings (e.g. Childminder)
- Observations of children in the setting, photographs, video clips, samples of work and developmental assessment records.
- A summary of the child's EYFS profile report.

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 and/or funding entitlement, 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.

The Early Years Foundation Stage (Welfare Requirements) regulations 2012 place a legal obligation upon us to collect and process much of the information detailed above. Therefore, we do not require your consent to collect this information as we have fair and lawful reason for doing so.

All forms collecting data will clearly state our lawful basis for processing the information you supply and where the request is voluntary or consent is required this will be clearly stated.

Storing and Retaining Data

We ensure that access to children's files is restricted to those authorised to see them. These confidential records are stored securely at Head Office and your Club Setting.

Jozone Kids Club Ltd keep data no longer than necessary, however many items of data used are legally required to be kept for significant periods after a child has left our care. Jozone Kids Club Ltd keep some types of data for longer than the legal minimum in order to protect the company against future legal cases. Therefore, we will retain some items of data even after our relationship with the individual has ended in order to meet these pre-existing legal and business requirements.

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 routinely share information without consent with:

- Schools that children attend after leaving us
- Our local authority for the purposes of Early Education Entitlement for 2, 3 and 4 year olds and the Early Years Census
- The Department for Education (DfE) as part of statutory data collections

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 our 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.

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

To make a request to access your personal information contact Jo Crabtree in writing.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Withdraw consent where given
- 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
- Claim compensation for damages caused by a breach of the Data Protection regulations

Other Information

Jozone Kids Club Ltd are registered with the Information Commissioners Office (ICO), the UK’s independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

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/>

We reserve the right to update this privacy notice at any time and we will notify you when we make any substantial changes.

If you would like to discuss anything in this privacy notice, please contact Jo Crabtree.

<i>Policy Details</i>	
<i>Written</i>	<i>February 2018</i>
<i>Amended Last</i>	<i>May 2018</i>
<i>To Be Reviewed</i>	<i>February 2019</i>