 Privacy Notice

Goslings Out of School Club

In order to provide our service Goslings Out of School Club need to collect information from you. This information, or data, is then used, or processed, by us to provide our service to you. The collection, storage and processing of this data is regulated by Data Protection Act 2018 (DPA 2018) and the General Data Protection Regulation (GDPR).

**What data do we collect?**

We only collect information that is necessary and relevant to providing our service, including:

* Personal information – name, address, date of birth (children), email address, contact numbers
* Relevant medical information
* Relevant dietary requirements
* Attendance records
* Accident/Incident records
* Medication records
* Consents – such as image consent or visit/outing consents
* Safeguarding and Child Protection information
* Behavioural information

**Why do we collect your data?**

The majority of data we collect is mandatory and it is a requirement of a registered childcare provision. Some information is necessary to enable us to conduct our business with you. Some information is voluntary but may help us to provide a better service (such as children’s likes and dislikes etc). Where information is voluntarily given we will let you know.

**How do we collect your data?**

You may make an enquiry about our service before you begin using it. We may collect certain information at this point that enables us to communicate with you and supply the necessary registration details. Examples of this may be for the purposes of a waiting list or enquiries before your child starts school.

When you enrol into our service you will be asked to complete our registration forms which supply the majority of the data and information we hold. This data should be updated when necessary and therefore subject to change from original where necessary.

**How is my information stored?**

We use a combination of paper records and electronic storage for your data.

**Who do you share my information with?**

We have no need to routinely share any of your information. We would only share any information with your consent, or where the law allows or requires us to do so.

**How long do you keep my data?**

We only hold your data for the amount of time necessary to provide our service, except where regulatory requirements and the law require us to retain it beyond that. We would typically hold your data until at least your child leaves Year 6 or you ask us to stop using your data. Any data held beyond this point would be where you have given us consent to do so or the law requires or permits us to do so.

**What are my rights with my data?**

You have the right to request a copy of your information and to know what it is used for and how it has been shared. This is known as a Subject Access Request.

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
* 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

You can make any requests directly to shaun@goslingsoutofschoolclub.co.uk or on 07958 530960

**What If I have questions about any aspect of my data usage?**

It is our intention to only collect and process your data with the express purpose of providing our service to you. If you have any questions about the data we collect, how we collect it or how we process it you can contact us directly.

**Who do I make a complaint to regarding my data?**

You can raise any concerns you may have regarding your data security or usage with us directly or you can contact the Information Commissioner’s Office at:

<https://ico.org.uk/concerns/>