



Privacy Notice for Parents and Carers

Data Protection Act 1998 & The General Data Protection Regulation (to be enforced May 2018)

This document has been prepared with due regard for The Information Commissioner's Office at:

<https://ico.org.uk/for-organisations/guide-to-data-protection/privacy-notices-transparency-and-control/> and

Department for Education guidance at:

<https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices>

The Children's Club is a 'Data Controller'

We, The Minster Schools' Children's Club, Warrington Road, Croydon, CR0 4BH are the 'Data Controller' under the terms of the *Data Protection Act 1998* and the *General Data Protection Regulation (to be enforced from May 2018)*.

The Minster Schools' Children's Club Data Protection Officer:

Tamsin Watson, Club Manager twatson@minsterinfants.co.uk

Purpose and legal basis

We collect information from you and may receive information about you and your child(ren) from the Minster Schools. The majority of this information is collected and processed under the terms of fair and lawful processing of personal data in the legitimate interests of The Minster Schools' Children's Club.

"Legitimate Interests" means the interests of our company in conducting and managing our business to enable us to give you the best service:

For example, we have an interest in making sure that our communication is relevant for you, so we may process your information to send you correspondence that is tailored to the age of your child or the sessions they attend.

It can also apply to processing that is in your interests as well:

For example, we may process your information to ensure that we can contact you in the event of your child becoming ill during a Club session.

When we process your personal information for our legitimate interests, we make sure to consider and balance any potential impact on you (both positive and negative), and your rights under data protection laws. We will not use your personal data for activities where our interests are overridden by the impact on you (unless we have your consent or are otherwise required/permitted to by law).

You have the right to object if you have any concerns about information processing that is based on our legitimate interests.

Your consent is requested for certain information which is not collected in the Children's Club's legitimate interests. As a parent/carer to a child under the age of 16 years old, you are responsible for giving consent on their behalf regarding their personal information and data.

The categories of information that we collect, hold and share include:

- Personal information of child and parents/carers (such as name, date of birth, telephone number and address, medical information, dietary requirements, SEND details)
- Characteristics of child and parents/carers (such as ethnicity, language, nationality, country of birth)
- Attendance information (such as which sessions the child attended and number of absences)

We hold this information and use it to:

- provide appropriate care for your child, taking into account your wishes and the child's needs;
- support your child to enjoy and benefit from Club sessions;
- ensure that we charge appropriate fees;
- communicate with parents/carers when appropriate.

Collecting information

If you fail to provide us with certain information such as up-to-date contact details or your child's medical information, this could result in the offer of a place at the Children's Club being withdrawn as we may feel that it would be unsafe to offer you the service without these details in place. Other information, such as your ethnic origin, are not obligatory and would not affect your service with the Club. 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.

We do not process your data using any form of automated decision making.

Sharing information

We will only share information about you with carefully selected and monitored organisations that are registered with the Information Commissioners Office (ICO) and are also subject to the relevant laws. Your information may be shared with The Minster Nursery & Infant School and The Minster Junior School with your consent.

We will never share your information for marketing purposes.

Retention period

All children's records will be kept for 48 months after the child leaves the Club. After this time period has elapsed, the records will be securely destroyed and deleted. In cases where the child's records include reference to child protection/safeguarding concerns, the Club Manager is responsible for ensuring that the Club follows the procedure guidelines set out in our Confidentiality & Data Protection Policy.

Data is then erased except where it is statistical and 'anonymised' – meaning it is statistical and has no relation to you or any other individual.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, or be given access to your child's record, contact Tamsin Watson, Club Manager on club@minsterinfants.co.uk

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

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.

Right of complaint

You have the right to lodge a complaint to the Information Commissioner's Office (ICO).

Full information about this is available at <https://ico.org.uk/concerns/handling/>

This information is subject to review. Please contact Tamsin Watson on twatson@minsterinfants.co.uk to ensure you have the most up to date copy available.