



GDPR POLICY

Introduction

We take our responsibilities as a data controller seriously and are committed to using the personal data we hold in accordance with the law.

This privacy notice provides detailed information about how we process personal data. Please read it carefully and, if you have questions regarding your personal data or its use, please contact Hopscotch by email on hopscotch.kidsclub@virgin.net: by telephone on 07947 600494 or by coming into to speak to us at Annex Building, Yeadon Westfield Infant School, Westfield Grove, Yeadon, Leeds, LS19 7NQ.

Types of personal data we process

We process personal data about current and past: Children, parents and staff.

The personal data we process takes different forms - it may be factual information, expressions of opinion, images or other recorded information which identifies or relates to a living individual some examples are.

- Names, addresses, phone numbers, email addresses and other contact details.
- Family details
- Admissions
- Employment data
- Images

As a childcare setting we need to process special category data (e.g. concerning health, ethnicity, religion) and criminal records about staff. We do so in accordance with the applicable law (including with respect to safeguarding or employment) or by explicit consent.

Collecting, handling and sharing personal data

We collect most of the personal data we process directly from the individual concerned (or in the case of children, from their parents) In some cases, we collect data from third parties (for example, referees, previous schools, the Disclosure and Barring Service, or professionals or authorities working with the individual) or from publicly available resources.

Personal data held by us is processed by appropriate members of staff for the purposes for which the data was provided. We take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around use of technology and devices. We do not transfer personal data outside of the European Economic Area unless we are satisfied that the personal data will be afforded an equivalent level of protection.

In the course of business we share personal data (including special category data personal data where appropriate) with third parties such as the relevant authorities(e.g. Local children safeguarding board, DBS, HM revenue and customs and Department for Work and Pensions).

Some of our systems are provided by third parties this includes the Hopscotch website.

This is always subject to contractual assurances that personal data will be kept securely and only in accordance with our specific directions.

The name of your child will be available for other parents to read. This is due to the signing in/out process for your child when they are being dropped off or collected. This is to adhere to our statutory regulations requirements.

Some of the data which we hold is held electronically, and may be processed off site.

Purposes for which we process personal data

We process personal data to support our operation as a childcare business. In particular we process personal data for:

- The admission of children
- The support of children
- The safeguarding of children's welfare and provision
- Compliance with legislation
- Operational management - The administration of invoices, fees
- Staff administration - The recruitment of staff, payroll, pensions, sick leave, review and appraisal, capability or disciplinary procedures, maintenance of HR records for current and former staff
- The promotion of hopscotch through its website

The processing set out above is carried out to fulfil our legal obligations.(including those under our staff employment contracts).We also expect these purposes to form our legitimate interests.

How long we keep personal data

We retain personal data only for a legitimate and lawful reason and only for so long as necessary or required by law. We have adopted Records Retention Guidelines which set out the time period for which different categories of data are kept.If you have any specific queries about our record retention periods, or wish to request that your personal data is considered for erasure, please contact Hopscotch

Your rights

You have various rights under GDPR to access and understand the personal data we hold about you, and in some cases to ask for it to be erased amended or for us to stop processing it, but this is subject to certain exemptions and limitations.

You always have the right to withdraw consent, where given, or otherwise object to receiving generic communications. Please be aware that we may still have another lawful reason to process the personal data in question even without your consent. That reason will usually have been asserted under this privacy notice, or may exist under some form of contract or agreement with the individual (e.g. employment, parent contract)

If you would like to access or amend your personal data, or would like it to be transferred to another person or organisation, or have some other objection to how your personal data is used, please make your request in writing to Hopscotch.

We will respond to any such written requests as soon as is reasonably practicable and in any event within statutory time-limits, which is one month in the case of requests for access to information. We will be better able to respond quickly to smaller, targeted requests for information.

You should be aware that certain data is exempt from the right of access. This may include information which identifies other individuals, or information which is subject to legal privilege.

Data on children

The rights under GDPR belong to the individual to whom the data relates. However, we will rely on parental consent to process personal data relating to children (if consent is required) due to them not being of the age to consent themselves.

Change of details

We try to ensure that all personal data held in relation to an individual is as up to date and as accurate as possible. Please notify us of any significant changes to important information such as contact details, held about you. By contacting us via email at hopscotch.kidsclub@virgin.net , by phone at 07947 600494 or by coming in and talking to us directly.

This Policy

Our privacy notice should be read in conjunction with our other policies and terms and conditions which make reference to personal data.

We will update this Privacy notice from time to time. Any substantial changes that affect how we process your personal data will be notified on our website and to you directly, as far as practicable.

If you believe that we have not complied with this policy or have acted otherwise than in accordance with GDPR, you should notify Hopscotch. You can also make a referral to or lodge a complaint with the Information Commissioner's Office (ICO), although the ICO recommends that steps are taken to resolve the matter with us before involving them.

This policy was adopted by: Hopscotch Kids Club	Date:
To be reviewed: September 2019	Signed: