



St Oswald's Sunshine Club Privacy notice for Parents/Carers

This privacy notice explains how we collect, store and use personal data about children. We, St Oswald's Sunshine Club, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mrs L. Haswell (Deputy Manager).

Who we are and what we do

We are St Oswald's Sunshine Club, inside St Oswald's CofE Aided Primary and Nursery School, Church Street, Durham, DH1 3DQ. We are a private childcare and out of hours setting for children ages 3 – 11 years old. Our local authority is Durham County Council and St Oswald's School is part of the Diocese of Durham.

The personal data we collect and hold

We hold personal data about children, their parents/carers to support teaching and learning, to provide pastoral care and to assess how the setting is performing. We may also receive data about children from other organisations including, but not limited to, St Oswald's School, other settings, local authorities, health care providers and the Department for Education.

Personal data that we may collect, use, store and share (when appropriate) about parents and children includes, but is not restricted to:

- personal identifiers, contacts and characteristics (such as name, unique child number, contact details and address, parent(s) NI numbers)
- characteristics (such as ethnicity, language)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools/settings attended)
- assessment and attainment (such as assessment against development matters)
- behavioural information (such as exclusions and any relevant alternative provision put in place)

This list is not exhaustive.

We use this data to:

- Support child learning
- Monitor and report on child progress
- Provide appropriate pastoral care
- Protect child welfare
- Assess the quality of our services (including monitoring staff performance)
- Administer admissions waiting lists
- Carry out research
- Comply with the law regarding data sharing
- Identify child eligibility for Early Years Child Premium funding and the nursery 15/30 hours entitlement.

Our legal basis for using this data

The personal data collected is essential, in order for the setting to fulfil their official functions and meet legal requirements.

We collect and use child information, for the following purposes:

- a) to support child learning
- b) to monitor and report on child attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to keep children safe (food allergies, or emergency contact details)
- f) to meet the statutory duties placed upon us

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing child information are:

- for the purposes of (a), (b), (c) & (d) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that settings are required to perform as part of their statutory function
- for the purposes of (e) in accordance with the legal basis of Vital interests: to keep children safe (food allergies, or medical conditions)

In addition, concerning any special category data:

- conditions a, b, c and d of GDPR - Article 9

On some occasions we may ask for consent to process data when its use is optional. On those occasions consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Collecting this information

We collect/obtain data from the LA, children, parents/carers, previous schools/settings, teachers and other professionals where relevant (e.g. GP, hospital, social workers, health visitor, school nurse etc.).

How we store this data

We keep personal information about children, and their parents/carers while they are attending our setting. We may also keep it beyond their attendance at our setting if this is necessary in order to comply with our legal obligations. We will only retain the data we collect for as long as is necessary. This would be to satisfy the purpose for which it has been collected in accordance with our data retention policy. Please contact us if you would like further details on this policy.

The security of data and information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information. This includes both physical and technical security and integrity of all data.

Examples of our security include:

- Encryption, meaning that information is hidden so that it cannot be read without access knowledge (such as a password). This is done with a secret code or what's called a 'cypher'. The hidden information is said to then be 'encrypted';
- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it;
- Training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong;
- *Regular testing of our technology and ways of working including keeping up to date on the latest security updates (commonly called patches).*

Data sharing

We do not share any of this data with any other organisation without your permission, except where the law requires it. For example, we are required to provide child data to the Local Authority's Early Years funding team. Where it is necessary to protect a child, the setting will also share data with the Local Authority Children's Social Services, medical professional and/or the Police. We share information with schools/settings children transfer to. We share information with the LA to check eligibility for the 15/30 nursery funded hours entitlement and the Early Years Pupil Premium. We share information with St Oswald's CofE Aided Primary and Nursery School.

We do not transfer personal data to countries outside the European Economic Area.

Parents and children's rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the setting holds about them. This should be made in writing or by e-mail to Mrs L. Haswell at St Oswald's Sunshine Club, inside St Oswald's CofE Aided Primary and Nursery School, Church Street, Durham, DH1 3DQ or sunshine@stoswaldsdurham.net The setting will respond within a 15 setting opening days timescale.

Parents/Carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 16), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the setting holds about them.

If you make a subject access request, we will:

- Give you a copy of the information in an intelligible form
- Give you a description of the data we hold
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If we can not provide information to you, we will give you a description of the information we hold and the reason why it can not be disclosed to you at the time of your request.

Other rights

Individuals have rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113

- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Mrs L. Haswell (Deputy Manager)

Data Protection Officer

St Oswald's Sunshine Club

inside St Oswald's CofE Aided Primary and Nursery School

Durham

County Durham

DH1 3DQ

Tel: 01913868322

Email: sunshine@stoswaldsdurham.net

Privacy Notice dated 23rd May 2018

Any updates and revisions will be posted on our website at:

<http://www.stoswaldsdurham.net/sunshine-club/privacy-notice/>

Document Control

Revision History

Version	Revision Date	Revised By	Revision
1.0	23.5.18	DWS	New privacy notice

Signed by

	Name	Signature	Date
Company Secretary			
Manager			

Distribution

Shared with
<ul style="list-style-type: none">• Parents/carers and others via website• Directors via directors' meetings

Date for next review

As required (review at least annually)