Bwlchgwyn Cabin Crew

General Data Protection Regulation

Policy Statement

GDPR stands for General Data Protection Regulation. This new regulation has replaced the Data Protection Act. It was proved by the EU parliament in 2016 and came into effect on the 25th May 2018.

GDPR states that personal data should be 'processed fairly and lawfully', 'collected for specified, explicit and legitimate purposes' and that the individual's data is not processed without their 'explicit consent'. GDPR covers personal data relating to individuals. Bwlchgwyn Cabin Crew is committed to protecting the rights and freedom of individuals with respect to the processing of children's, parents, visitors and staff personal data.

PRIVACY NOTICE

Name of Data Protection Officer: NICOLA ROBERTS

Bwlchgwyn Cabin Crew is committed to ensuring that any personal data held about you and your child is protected in accordance with Data Protection Laws and is used in line with your expectations. This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

Why do we collect your personal data?

We collect personal data about you and your child for the following reasons:

- To provide childcare services and fulfil the contractual agreement you have entered in to.
- So we are able to contact you in case of an emergency.
- To support your child's wellbeing and development.
- To manage any special educational, health or medical needs whilst at our setting.
- To carry out regular assessments of your child's progress and to identify any areas of concern.
- To maintain contact with you about your child's progress and respond to any questions you may have.
- To process your claim for up to 30 hours free childcare (only where applicable).To keep you update with information about our service.

What personal data do we collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for free childcare, as applicable.

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Personal data we hold about your child may include:

- Name
- Date of birth
- Address
- Health and medical needs
- Development needs
- Special educational needs
- Child protection plans from social services (if applicable)
- Health care plans from health professionals (if applicable)
- Details of who has parental responsibility for the child and any court orders pertaining to the child (if applicable).

Personal data that we hold about you includes:

- Name
- Home and work address
- Telephone numbers
- Emergency contact details and family details.

This information will be collected from you directly, in the registration form.

If you apply for up to 30 hours free childcare, we will also collect your National Insurance number or if you are self-employed, your Unique Taxpayer Reference (UTR). We may also collect information regarding benefits and family credits of which you are in receipt.

Who do we share your data with?

In order for us to deliver childcare services, we will share your data as required, with the following:

- CIW - during an inspection or following a complaint about our service.
- Banking services to process chip and pin or direct debit payments (if applicable).
- Wrexham County Borough Council, when a claim for up to 30 hours free childcare is made.
- The Governments eligibility checker (as above).
- Our insurance underwriter (if applicable).
- Our software management provider (if applicable).
- The school that your child will be attending.

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We will also share data if:

- We are legally required to do so, for example, by law, by a court, or the Charity Commission.
- To enforce or apply the terms and conditions of your contract with us.
- To protect your child and other children, for example, by sharing information with Social Services or the Police.
- It is necessary to protect our rights, property or safety.
- We transfer the management of the setting, in which case we may disclose your personal data to the prospective management, so they are able to continue the service.

We will not share information about you, with any third parties without your consent, unless the law allows us to.

We will never share your personal data with any other organisation, to use for their own purposes.

How long do we retain your data?

We are required by law, to retain your child's personal data for up to 3 years after your child has left our setting, or until the next CIW inspection after your child has left. Medication and accident records are kept for longer, according to legal requirements. Your child's learning and development records are maintained by us and handed to you when your child leaves the setting.

In some instances (child protection or other support service referrals), we are obliged to keep your data for longer, if it is necessary to comply with legal requirements.

Automated decision making

We do not make any decisions about your child, based solely on automated decision making.

How do we protect your data?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused or disclosed by:

- Keeping files in a secure, locked cupboard.
- Digital files are all password protected.

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Your rights with respect to your data

With regards to personal data we hold, you have the right to:

- Request access to the personal data we hold.
- Object to processing of personal data that is likely to cause, or is causing, damage or distress.
- Prevent processing for direct marketing purposes.
- Have inaccurate personal data rectified, blocked, erased or destroyed.
- Claim compensation for damages caused by a breach of the General Data Protection Regulations.
- Object to us making any automated decisions about your data.
- Request that we transfer yours and your child's personal data to another person.

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data, please contact Nicola Roberts.

If you continue to have concerns about the way we handle your data and remain dissatisfied after speaking with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted t Information Commissioner Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk

Changes to this privacy notice

This privacy notice will be under regular review. You will be notified of any changes, where appropriate.

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