



NEW DATA PROTECTION REGULATION

Introduction

Your personal data is data that can be used to identify you and your child.

Types of personal data we hold and use.

- Full name of your child including your contact information (home address, email address, home/work and mobile phone numbers).
- Your child's date of birth
- Family, lifestyle and any social service circumstances relevant.
- Personal data of 3rd parties authorised by you and agreed on their behalf.

Providing your personal data

At Sallywags we respect the privacy of the parents of the children attending the Club.

The personal information that we collect about you and your child is used to provide appropriate care for them, maintain our service to you, and communicate with you effectively.

Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

We'll tell you if providing some personal data is optional.

Using your personal data.

Any information that you provide is kept secure. We may share some personal data with another organisations if we:

- Need to in an emergency (e.g. medical practitioners).
- Have a safeguarding concern about your child (e.g. Social services).
- Are required to by government bodies and agencies in the UK (e.g. HMRC, Courts).
- Pass information to companies and other persons providing services to us. (E.g. accounting companies for bookings and invoicing). We have a list of the companies we work with which is available to view on request.
- Anyone else where we have obtained your consent or where law requires it.

Criteria used to determine retention of records period.

We'll retain your personal data when your childcare with us has come to an



end based on our legal and regulatory requirements. For further information please contact the club.

Your rights

You have the right to request access to your personal information and how we process it. We will respond to all such requests within one month.

- The right to have your personal data corrected if its inaccurate and have incomplete personal data completed.
- The right to object to processing of your personal data.
- The right to have your personal data erased. (Please note we reserve the right to refuse to care for your child if we do not have sufficient information about them).

You have the right to complain how we (Sallywags Activity Club) have kept your information secure, or how we have responded to a request to access, update or erase your data.

You can refer us to the Information Commissioner's Office (ICO) ico.org.uk.

Please sign and date below to confirm that you have read this Privacy Notice and that you give your permission for us to contact you regarding relevant matters.

Signed: _____

Date: _____

Name: _____

Childs name: _____