

The Willow Set, Holiday Club and Afterschool Club- Privacy Notice

Introduction

At the Willow Set, we are committed to respecting your privacy and the privacy of your children. (when we refer to 'your' in this notice it may include you and your child)

This notice explains when and why we collect information about people, how we use it, conditions under which we may disclose it to others and how we keep it secure. It also includes other information we are required to inform you of under current data protection legislation in the UK.

Any queries regarding this notice and our privacy practices should be sent by email to admin@willowsetpreschool.org.uk or by writing to Rachel Parish, Willow Set, Huntham Lane, Stoke St Gregory, Taunton. TA3 6EG

Who are we?

The Willow Set are an OFSTED registered childcare provider. The Willow Set is a registered charity (Registered number 1014565) and is registered with the ICO (Information Commissioners Office) as a Data Controller as defined by UK data protection legislation.

Who do we collect information on?

There are four main categories of individuals that we collect and process information on which have been outlined below.

Parents/Guardians	This includes parents and guardians of past, present and future children who we care for.
Children	This includes past, present and future children who we care for.
Employees	This includes all past, present & future employees and volunteers of the Willow Set.
Suppliers	This includes employees of past, present and future suppliers to the Willow Set.

Why do we collect information about you?

Under current data protection regulations, we can only process data where we have a purpose to do so which is supported by an appropriate lawful basis.

Parents / Guardians
We may process your data for the following purposes: - To ensure we can communicate with you and relevant family members to support your child - To ensure we understand any family circumstance which might affect your child's welfare.

- To collect information on any court orders or criminal petitions which relate to you, This is so we can safeguard the welfare and wellbeing of your child and the other children.
- To update you on any news or events
- To retain financial information in relation to payment of fees and claiming early years entitlement

Children

We may process your child's data for the following purposes:

- To ensure we can communicate with you and relevant family members to support your child
- To understand family circumstance which may affect your child's welfare
- To safeguard the wellbeing of your child
- To understand and track your child's learning and development (including photos)
- To administer government funding
- To obtain information about you from admissions forms and from your child's previous setting (if applicable)
- We may also get information from professionals such as doctors and from local authorities.
- To promote Willow Set on social media

Employees

We may process your data for the following purposes:

- To support the recruitment process
- To enable us to administer payroll
- To administer performance and absence management
- To retain relevant health & safety information
- To plan and deliver training /CPD

Suppliers

We may process your data for the following purposes:

- To support account management of the services you provide to us

There are various lawful basis' that can be used to process your information.

Legitimate Interest:

This means that the processing is necessary for legitimate interests except where the processing is unfair to you.

Specifically, the setting has a legitimate interest in:

- Providing educational and care services to your child;
- Safeguarding and promoting the welfare of your child (and other children);
- Promoting the objects and interests of the setting. This includes making sure we are able to enforce our rights against you, for example, so that we can contact you if unpaid fees are overdue;

- Facilitating the efficient operation of the setting; and
- Ensuring that all relevant legal obligations of the setting are complied with.

Necessary for the performance of a contract:

We will need to use your information in order to perform our obligations under our contract with you. For example, we need your name and contact details so that we can update you on your child's progress and so that we can contact you if there is a concern. In the case of employees, we need to retain your bank details to process your pay.

Legal Obligations:

Where the setting needs to use your information in order to comply with legal obligation, for example, to report a concern to Somerset Direct Childcare and Young People's team. We may also need to disclose information to third parties such as the local authorities when legally obliged to do so.

Vital interests

For example, to prevent someone from being seriously harmed or killed. This supports why we retain medical information regarding your child.

Consent

Due to a lot of our data processing activities relating to persons under 16 and some processing of special categories of data, we are required to gain consent to support most of the processing relating to your child. We may ask you for consent to use your information in certain ways or share it with other parties. Where consent is required, we will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

What type of information do we collect?

We have outlined below the type of information we generally collect on you.

Parents / Guardians
<ul style="list-style-type: none"> - Name, Address & Contact information (phone/email) -National Insurance number (in some cases) -Information on family circumstance -Information on court orders or criminal petitions -Information relating to SEND

Children
<ul style="list-style-type: none"> -Personal information (eg. names and addresses) -Characteristics (eg. ethnicity, language, nationality, country of birth) -Attendance information -Learning & development information -Relevant medical information -Safeguarding information

-Information relating to SEND

Employees

- Name, Address & Contact information (phone/email) -National Insurance number -Financial information (eg. Salary and bank details) -Next of Kin -Right to work documentation -Absence and sick records -Information on performance management
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Suppliers

- Name, Address & Contact information (phone/email)

How do we collect information about you?

Most of the information we collect on you would have been provided by you. In certain circumstances we may collect information from safeguarding team, SEND team, previous settings or medical professionals.

Who will your information be shared with?

There are a number of circumstances in which we will need to share your information. Where we share information about your child, this will often be a mandatory requirement. Information may be shared in the following circumstances:

- In accordance with our legal obligations, we may share information with the local authorities, for example, where we have any safeguarding concerns.
- We may from time to time be required to disclose information about you to law enforcement bodies, agencies or third parties under a legal requirement or court order. We may use advisors to assist us in fulfilling its obligations to help run the setting properly. We might need to share your information with them if this is relevant to their work.
- We may share some information with our insurance company, where there is a serious incident at the setting.
- If your child changes settings, we may need to provide that setting with information about you or your child. For example, details of family circumstances for safeguarding reasons.
- When your child leaves to attend primary school, we may provide information on your child's achievement and progress through the early years curriculum to ensure a smooth transition.
- We may share information about you with others in your family, such as another parent where this is part of our obligation to take care of your child, as part of our wider legal and regulatory obligations.
- We may need to share information if there is an emergency for example, if your child is hurt whilst on our premises or on trips and outings.
- For employees, we may share your information with third party suppliers who process data on behalf.

Transferring your data outside of Europe

We may transfer your personal information to countries outside of the European Economic Area (EEA), which do not always provide the same level of data protection as the UK, for the purposes of providing you with our products and services. We will only transfer your data outside of the EEA in the following circumstances:

- We have asked for your explicit consent to do so
- The organisation receiving the data has adequate protections in place in accordance with applicable laws and standards.

How long do we keep your information for?

The periods for which we keep your information depend on the purpose for which your information was collected, the legal basis upon which we are processing the data and the use to which it is put. We will not keep your personal information for longer than necessary for our business purposes or for legal requirements.

Your rights as an individual

Under current UK Data Protection, you are entitled to a number of rights in regards to the processing your data. For more information on these rights, please see the [ICO website](#).

How you can access and update your information and exercise your rights

The accuracy of your information is important to us. If you would like to change any of the information we hold about you or if any of the other information we hold is inaccurate or out of date, please email admin@willowsetpreschool.org.uk

Security and Integrity of you information

We will implement appropriate technical and organisations measures to protect against unauthorised access, loss, misuse or alternation of your information.

Profiling & Automated Decision Making

When processing your personal information, we do not undertake any profiling or automated decision making which is where a decision is made solely by automated means without human involvement.

Use of Cookies

Our website may use cookies, please see our [Cookies Notice](#) for more information.

Visitors to our Website

When someone visits <http://www.willowsetpreschool.org.uk/> we may use a third party service, Google Analytics, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally

identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Links to other websites

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

Review of this Policy

We keep this Policy under regular review. This Policy was last updated in June 2018