



Privacy Notice

(April 2018)

At Apple Trees Club we take your privacy seriously, and, in accordance with the General Data Protection Regulations, we will commit to the following:

We will be asking for personal data about you and your children in order to deliver a childcare service to you. We must have a legal basis for collecting this data and there are six lawful bases:

- a. Consent: The Individual has given clear consent for you to process their personal data for a specific purpose.
- b. Contract: The processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract,
- c. Legal Obligation: The processing is necessary for you to comply with the law (not including contractual obligations).
- d. Vital Interests: The processing is necessary to protect someone's life.
- e. Public Task: The processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- f. Legitimate Interests: The processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

Apple Trees Club will be processing your data under the following bases:

- Consent
- Contract
- Legal Obligation

Where we require consent, we will provide a way for you to positively make a decision about the information that you make available and how this is shared.

This information will be collected by Debs Powell as part of the child's registration and induction to Apple Trees Club. We will be asking for this information verbally and on paper forms. We will ask for you for this information at regular intervals to ensure that it is up-to-date. We will do this by asking you to complete and return a data form (Registration Update form).

The information that we require will be:

- Child's name
- Child's date of birth
- Child's age
- Child's address
- Parents' name, addresses, contact numbers
- Who has parental responsibility for the child
- Emergency contact names, addresses and contact number
- Child's doctor's name and contact number
- Health visitor
- Child's NHS number

- Any allergies / medical history / requirements
- Information about immunisations
- Any special educational needs or disabilities
- Ethnic group
- Religion
- Home language
- Child's likes and dislikes

We are required to hold and use this personal data in order to comply with the statutory framework for England, Ofsted, the Department for Education and Somerset County Council early years team.

This data will be used to:

- Support your child's development
- Monitor and report on your child's progress
- Share information about Apple Trees Club
- Contact named people in an emergency
- Share with other professionals in accordance with legislation
- Ensure a contract of service is delivered and maintained

With your permission this data may be, when necessary, shared with:

- Other professionals supporting your child e.g. school or other educational professionals
- Somerset County Council
- The local safeguarding children's board or Social Services Referral and Assessment Team if we ever have any concerns about the safety of your child
- Ofsted

If you want to see a copy of the information Apple Trees Club hold and share about you or your child (Registration Form), then please contact Debs Powell.

We are required by law to keep some information about your child for a period of time after a child has left Apple Trees Club. We will keep a record of this and dispose securely at the correct time. Please see our Date Protection Policy for further information on data sharing, safe storage and your rights to access your data.

Child(ren)'s Name(s):

Parent's Signature:

Date: