



Parents / Carer's Privacy Notice

How we use children's information

The Data Protection Officer/Lead with responsibility for monitoring this privacy notice is the Manager of Time-Out Club.

Why do we collect and use children's information?

Time-Out Club will record, process and keep personal information on you and your child in accordance with the General Data Protection Regulations 2018.

We use this data to:

- Support children's learning
- Make assessments on children's development
- Safeguard the children in our care in accordance with relevant legislation
- Comply with Government legislation
- Assess the quality of our services
- Contact you regarding your child.

Time Out Club will collect, hold and share two kinds of records on children attending our setting.

Developmental records

These can include:

- Observations of children in the setting, photographs, samples of work and developmental assessment records, children's passports, floor books and presentation boards, wall display's.

Personal records

These include:

- Personal details – including the information provided on the child's application form and any consent forms and characteristics such as ethnicity, language and nationality.
- Contractual matters – including the child's days and times of attendance, a record of the child's fees, any records of fee reminders and/or disputes

- Emergency contact details – including those people, other than parents/carers with authorisation to collect the child from the setting
- Children’s health and well-being – including discussions about every day matters regarding the health and well-being of the child with the parent/carer, records of accidents and medication records.
- Safeguarding and child protection concerns – including records of all welfare and protection concerns and our resulting actions, meetings and telephone conversations about the child and any information regarding a Looked After Child
- Early support and Special Education Need – including any focussed intervention provided by our setting, a record of the child’s Personal Plan and, where relevant, their Statement of Special Education Need or EDC (Early years supporting families team) for funding support.
- Correspondence and reports – including letters and emails to and from other agencies and any confidential reports relating to specific children

Collecting information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

The Regulation of Care (Requirements as to Care Services) (Scotland) Regulations 2002 place a legal obligation upon us to collect and process much of the information detailed above. Therefore, we do not require your consent to collect this information as we have a fair and lawful reason for doing so. All new forms collecting data will clearly state our lawful basis for processing the information you supply and where the request is voluntary or consent is required this will be clearly stated.

Storing Children’s Data

We ensure that access to children’s files is restricted to those authorised to see them such as the board of directors, the Management team, designated Child Protection Officer, the child’s play setting staff team. Care inspectorate officer .These confidential records are stored on site.

We retain children’s records for up to 3 years after they have left the setting, except records that relate to an accident or child protection matter. These are kept until the child reaches the age of 21 years or 24 years respectively. For insurance purposes, we will keep records for accidents/ incidents for 40 years.

Presentation boards, children floor books, photos will be on display for all services users and potential service users to see whilst in the play settings. All photos, presentations boards, children floor books will be stored in a lockable cupboard when the play setting is not in operation.

Sharing information

The information that you provide to us, whether mandatory or voluntary, will be regarded as confidential. We do not share information about your child with anyone without consent unless the law

and our policies allow us to do so.

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, when:

- there is evidence that the child is suffering, or is at risk of suffering significant harm
- There is reasonable cause to believe that a child may be suffering, or is at risk of suffering, significant harm
- It is to prevent significant harm arising to children, young people or adults, including the prevention, detection and prosecution of serious crime.

Further information regarding information sharing and confidentiality can be found in our policies.

Requesting access to your personal data

Under data protection legislation, parents/carer, children and young people have the right to request access to information about them that we hold. Where a child is too young to give 'informed consent' the parent/carer is the 'subject' of the file and has a right to see the information held.

Children's developmental records are shared regularly with parents/cares and formal requests to access these is not required.

To make a request for your personal information contact

The Manager of Time-Out Club (Data Protection Officer) following the procedure detailed in our Access to Records Policy.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- withdraw consent where given
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you would like to discuss anything in this privacy notice, please contact the Manager of Time-Out Club.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at

<https://ico.org.uk/concerns/>