

Privacy Notice for Hopscotch Playgroup

Contact details for Hopscotch Playgroup:

Premises address:

Church of the Martyrs Church Hall, 19 Westcotes Drive,
Leicester, LE3 0QT

Registered address:

38 Sykefield Avenue
Leicester, LE3 0LB

Tel: 07909 948 943 Email: lorraine@hopscotchplaygroup.com Web: www.hopscotchplaygroup.com

OFSTED number: EY336516

Companies House registration number: 05799606

Information Commissioner's Office (ICO) registration reference: Z2053204

Introduction

We are committed to ensuring that any personal data we hold 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.

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.

Personal details that we collect about your child include:

- your child's name, date of birth, address, ethnicity, health and medical needs, development needs, and any special educational needs.
- Where applicable we will obtain child protection plans from social care and health care plans from health professionals.
- We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

- your name, home and work address, phone numbers, emergency contact details and family details.

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

If you apply for either 15- or 30-hours free childcare, we will also collect:

- your date of birth
- your national insurance number or unique taxpayer reference (UTR), if you're self-employed
- We may also collect information regarding benefits and family credits that you are in receipt of in order to check eligibility for Early Years Pupil Premium (EYPP)

Why we collect this information and the legal basis for handling your data

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- support your child's wellbeing and development
- manage any special educational, health or medical needs of your child whilst at Hopscotch
- carry out regular assessment of your child's progress and to identify any areas of concern
- maintain contact with you about your child's progress
- process your claim for either 15 or 30 hours free childcare, and/or EYPP (where applicable)
- keep you updated with information about our service

With your consent, we will also record your child's activities for their individual learning record. This is an online learning journey and we use 'Tapestry' for this purpose. The learning journey will include photographs and videos. You may withdraw your consent for this at any time, we ask you confirm any changes to consent in writing. (see 'Use of mobile phones and cameras' and 'Children's records' policies and the 'Tapestry' privacy notice)

We have a legal obligation to process safeguarding related data about your child should we have concerns about his/her welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending. (See 'Safeguarding and child protection' and 'Children's rights' policies)

Who we share your data with?

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients

- Ofsted - during an inspection or following a complaint about our service
- banking services to process payments
- the Local Authority (where you claim either 15- or 30-hours free childcare and/or EYPP as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- our setting software management provider (if applicable) currently *XERO* and *Tapestry*
- the school that your child will be attending

We will also share your 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 care or the police; (see 'Information Sharing' and 'Confidentiality' policies)
- it is necessary to protect our or others rights, property or safety

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

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:

- ensuring any paperwork/hard copies containing personal data, for example, registration forms, are kept on the premises in our locked room overnight and/or in a secure filing cabinet
- all devices containing personal data, for example, mobile phones, tablets and laptop computers are password and/or PIN code protected. Only staff have access to these passwords and PIN codes
- all devices used are the property of Hopscotch and are kept either at our premises or the registered address
- any websites we use to store personal data, for example, Tapestry, Xero, are password protected
- any images are captured using devices belonging to Hopscotch and these are uploaded to the secure Tapestry website in line with our and their policies and procedures

- we have a range of policies that inform the way we work and relate to this privacy notice. These can be viewed at Hopscotch and on our website

How long do we retain your data?

We retain your child's personal data for up to 3 years after your child no longer attends Hopscotch. Medication records 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.

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 (see our 'Children's Records' and 'Provider's Records' policies).

Your rights with respect to your data

You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, 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 us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner's Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.