



Walker Children's Club

Privacy Notice

At Walker Children's Club we respect the privacy of the children attending the Walker Children's Club (WCC) and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively.

Data Collection

The information that we collect is provided by you when registering your child with WCC or through an initial request to be informed about our services.

Legal Basis

There are three legal bases under which we may process personal information relating to you and your child.

- 1) **Contract.** So that we can fulfil our contract with you to provide childcare services and provide you with information relating to our service.
- 2) **Legitimate business interests.** We may use your data in order to pursue our legitimate organisational interests. We will only do this if there is no overriding prejudice to you. Examples of where we would use this basis would be communications with information about Holiday Club bookings.
- 3) **Consent.** Where neither of the above applies we will instead ask for your specific consent before using your personal information.

Data Storage

Any information that you provide is kept secure. Data that is no longer required* is erased after your child has ceased attending our Club.

Use of your Data

We will use the information the you provide us with to provide safe and effective childcare for your child and to inform you about our services.

We will use the contact details you give us to contact you via phone, email, and post, so that we can send you information about your child, our Club and other relevant news, and also so that we can communicate with you regarding payment of our fees.

We use web based services to run some of our administration. The main services are Jotform, MailChimp and Survey Monkey.

We will only share personal information about you or your child with another organisation if we:

- have a safeguarding concern about your child; or
- are required to by government bodies or law enforcement agencies; or
- engage a supplier to process data on our behalf eg to take online bookings, to issue invoices, to send communications or complete surveys; or
- have obtained your prior permission to share the data.

Your rights

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month.

You can also ask for the data to be deleted, but note that:

- we will not be able to continue to care for your child if we do not have sufficient information about them; and
- even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time* so can't delete everything immediately.

Complaints

If you have a complaint about how we 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).

Acceptance

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: _____

** We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.*