

SVPS Privacy notice



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.

What personal data do we collect?

We collect data about you and your child to provide tailored care and learning. We also collect information in order to verify your eligibility for free childcare as applicable. If you choose not to share this data it will not be possible to claim any entitlement based funding to support your child.

Personal details that we collect about your child include:

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

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
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at SVPS
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 30 hours free childcare (only where applicable)
- to keep you updated with information about our service
- to process safeguarding related data about your child should we have concerns about their welfare.

Who we share your data with

In order 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
- Lomas Hall committee as part of essential track & trace record keeping process during Covid -19
- banking services to process payments (as applicable)
- the Local Authority (where you claim up to 30 hours free childcare as applicable), educational support, social care and safeguarding services
- the government's eligibility checker
- our insurance underwriter (if applicable)
- our setting software management provider (if applicable)
- the school that your child will be attending/ other settings your child may attend

We will also share your data if:

- if legally required to do so, for example, by law, by a court or the Charity Commission; or request from Covid -19 Track & Trace
- to enforce or apply the terms and conditions of your contract with SVPS
- to protect your child and other children; for eg by sharing information with social care or the police;
- it is necessary to protect our 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 keeping paper records locked away, all electronic devices being password protected and having restricted access.

How long will we keep your information?

We will keep your information in accordance with legal requirements: which typically is when your child reaches 25.

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, about this privacy notice please contact SVPS at SVPS@mail.com.

If you remain dissatisfied after raising your concern you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/