



Sparrows Parent, Guardian and Child Privacy Notice

Introduction

Sparrows Training Company Limited (“Sparrows”, “we”, “our”) offers pre-school nursery provision at settings in East London. It is a trading subsidiary of the Chelmsford Diocesan Board of Finance.

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 funded childcare as applicable.

Personal details that we collect about your child include:

- your child’s name, date of birth, gender, address, health and medical needs, development needs, ethnic origin, language spoken, religion 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, date of birth, phone numbers, emergency contact details, family details, ethnic origin, language spoken, religion and employment status.

This information will be collected from you directly in the registration forms and ‘all about me’ form.

If you apply for up to 30 hours funded childcare, we will also collect:

- 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.

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 our settings
- 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 funded childcare (only where applicable)
- to keep you updated with information about our service

With your consent we collect data relating to ethnicity and religion of you and your child. This enables us to better understand the cultural and religious needs of your child. You do not need to supply this information if you do not want to and, if you do provide consent, can withdraw consent to hold this data at any time by confirming so in writing.

With your consent we will also record your child's activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their 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 (*Transfer of Records* policy is available upon request).

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 chip and pin and/or direct debit payments (as applicable);

- the Local Authority (where you claim up to 30 hours funded childcare as applicable);
- the government's eligibility checker (as above);
- our insurance underwriter (if applicable);
- our setting software management provider (if applicable);
- the school that your child will be attending;
- the Chelmsford Diocesan Board of Finance, who own Sparrows and provide administrative and organisational support to Sparrows;

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;
- it is necessary to protect our/or others rights, property or safety;
- We transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way.

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 storing the data in a locked cabinet only accessible to Sparrows staff and on password protected computers using the Kindersoft database.

How long do we retain your data?

We retain your child's personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. 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.

We follow the Preschool Learning Alliances guidance on retention of records which is appended to this notice.

Automated decision-making

We do not make any decisions about your child based solely on automated decision-making.

Your rights with respect to your data

You have the right to:

- request access to your/your child's personal information - this is usually known as making a data subject access request and it enables you to receive a copy of the personal information we hold about you/your child
- request rectification of your/your child's personal information if it is incorrect - this enables you to have any inaccurate or incomplete personal information we hold about you/your child corrected
- request the erasure of your/your child's personal information - this enables you to ask us to delete or remove your/your child's personal information where there's no compelling reason for its continued processing, e.g. it's no longer necessary in relation to the purpose for which it was originally collected
- restrict the processing of your/your child's personal information - this enables you to ask us to suspend the processing of your/your child's personal information, e.g. if you contest its accuracy and so want us to verify its accuracy
- object to the processing of your/your child's personal information - this enables you to ask us to stop processing your/your child's personal information where we are relying on the legitimate interests of the business as our legal basis for processing and there is something relating to your particular situation which makes you decide to object to processing on this ground.

If you wish to exercise any of these rights, please contact our data protection coordinator. We may need to request specific information from you in order to verify your identity and check your right to access the personal information or to exercise any of your other rights. This is a security measure to ensure that your/your child's personal information is not disclosed to any person who has no right to receive it.

Transferring personal information abroad

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the data protection act.

Complaints

If you believe that Sparrows has not complied with your data protection rights, please contact our data protection coordinator. You also have the right to complain to the UK Information Commissioner's Office ("ICO") at any time. The ICO is the UK supervisory authority for data protection issues and contact details can be found on the ICO website www.ico.org.uk

Changes to this privacy notice

Sparrows reserve the right to update or amend this privacy notice at any time. We keep this privacy notice under regular review and we will place any updates on this web page:

www.sparrowschildcare.co.uk/privacy.php. Where necessary changes will also be drawn to your attention through newsletters, notices and parent reviews.

How to Contact us

If you have any questions about this privacy notice or how we handle your personal information, please contact our data protection coordinator, Nathan Whitehead, through one of the following ways:

Mail: 53 New Street
Chelmsford
Essex, CM1 1AT

Telephone: 01245 294412

Email: dataprotection@chelmsford.anglican.org