

# Privacy notice

## Wigwam

Data protection officer is Natalie Gafford
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### 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.

Personal details that we collect about your child include:

- your child's name, date of birth, address, health and medical 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 address, phone numbers, emergency contact details, and family details

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

### How do we collect your data

Wigwam Forest School primarily use email to communicate with parent and care givers, for ease of access. It is important that parents/caregivers are aware that emails can inadvertently be shared with the wrong recipient, be forwarded, printed and stored and received by unintended recipients. Wigwam Forest School endeavour to regularly delete confidential data however copies of emails may exist even after the sender and receiver have deleted his/her copy. Email can be intercepted, altered, forwarded or used without detection or authorisation. Email can be used for phishing, a technique of obtaining sensitive personal information from individuals by pretending to be a trusted sender. Email service providers have a right to archive and inspect emails sent through their systems.

## **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 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 setting
- to respond to any questions you may have
- to keep you updated with information about our service

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 (see *Transfer of Records* policy).

## **Who we share your data with**

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

- Ofsted – following a complaint about our service
- banking services to process chip and pin and/or direct debit payments (as applicable)
- our insurance underwriter (if applicable)
- the school that your child is attending
- for medical emergencies

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 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 any information kept on an encrypted USB stick and/or by storing it in a locked cabinet
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## **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. Medication records and accident records are kept for longer according to legal requirements.

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 and Provider 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 Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or [ico.org.uk/](https://ico.org.uk/)