

Privacy Notice

At Tarner Community Project (TCP) we respect the privacy of the children attending our projects and the privacy of their parents or carers.

What information do we collect and process?

We collect personal information about you and your child as part of our registration process, which includes contact details and health information for your child. We may also keep other information relating to your child such as details of any incidents or accidents.

How is it held?

Your personal information is held securely either in hard copy format or electronically. TCP takes security of your data seriously and we have internal policies and controls in place to ensure that it is not lost, accidentally destroyed, misused or destroyed. Information that is no longer required* is erased after your child has ceased attending our project.

How do we use your personal information?

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.

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

Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you and meet our legal obligations as a childcare provider. In some cases we will require your specific consent, for example use of your child's photographs in promotional literature.

Who do we share your information with?

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

- have a safeguarding concern about your child
- are required to by government bodies or law enforcement agencies
- engage a supplier to process data on our behalf (eg to take online bookings)
- have obtained your prior permission.

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 please note that:

- we will not be able to continue to care for your child if we do not have sufficient information about them
- 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.

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).

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.*