

Kidzcare Client Privacy Notice

Here at Kidzcare we take your privacy seriously and will only use your personal information to administer your account and provide services you have requested from us.

The categories of children information that we collect, hold and share include:

- Personal information (such as name, date of birth and address)
- Special categories of personal data (such as ethnicity, language, nationality, medical information, dietary requirements, behavioural information)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Child's progress report and profile
- Parents bank details and finance information

Why we collect and use this information

We use the children's' data:

- to support their learning
- to monitor and report on their progress
- to assess the quality of our services
- to comply with the law regarding data sharing
- to prepare transition reports for school
- to administer client's account

The lawful basis on which we use this information

We collect and use children's information under articles 6 and 9 of the General Data Protection Regulation by obtaining a consent from the parents also processing is necessary for the performance of a contract between child's parents/guardians and Kidzcare Ltd.

Storing child data

We hold child data for 7 years from the date that child left our setting.

Serious (reportable) accidents reports are kept until child is 23 years and 3 months old.

Safeguarding records are kept until child is 25 years old.

Who we share child information with

We routinely share child information with:

- schools that the child attend after leaving us
 - our local authority
 - Other agencies we may share information with;
 - Care Inspectorate (on occasion as required by law)
 - NAMS (see below)
 - NHS (on occasion as required by law)
- Parenta (Nursery management database used to create registers, waiting lists)

NAMS (Nursery Application Management System)

NAMS is owned and managed by SEEMiS Group which is an Education Management Information System (MIS) provider. As the standard MIS within Scottish Education, all local student data is processed and managed by SEEMiS software offering interfaces with external agencies such as ScotXed and SQA.

NAMS is designed to allow all aspects of the nursery application process to be easily managed.

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to child information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

Why we share child information

We do not share information about our children with anyone without consent unless the law and our policies allow us to do so.

We share children's data with the local authority in order to apply for early years funding for all eligible children within our settings.

Data collection requirements:

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / child once he/she reaches the age 16.

Requesting access to your personal data

Under new data protection legislation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's learning record, contact Kidzcare Head Office, 0131 668 2797.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:
Kidzcare Head Office, 0131 668 2797.