

Healthy Living Projects

Young Inspirations

Privacy Statement

Young Inspirations Out of School Club is managed by the registered charity Healthy Living Projects. The CEO - Phil Herbert is responsible for all matters relating to Data Protection.

Why do we need to process your data?

In order to fulfil our contract with you to provide childcare services, it is necessary to process (collect, store and use) your personal data on our computer systems and paper files.

What data will we collect about you?

We will only hold data that is necessary (your name, address, telephone number, email address and emergency contact details, details about your child including their name, date of birth, school and any medical details or special needs that we would need to know about).

For purposes of safety and security the entrances and exits of our building are protected by CCTV. Images are held securely on a password protected recorder in a locked cupboard. Images are held for no longer than 16 days when they are automatically deleted. For purposes of security, images may be viewed by Trustees of the Church and the Charity. In the event of a criminal investigation, images may be shared with the police.

How do we collect your data?

This information will be provided by you when you register your child with us. Only with your consent, we will take photos of your children to support evidence of their development and to publicise our services. You have the right to withdraw your consent by putting your request in writing to us.

How will we process your data?

We will process your data in order to provide safe and effective childcare in accordance with our statutory requirements to Ofsted who regulate our provision.

We will keep your information safe and will not use it or pass it on to anyone else for the purposes of sales or marketing.

Where is your data stored?

Data may be stored digitally on 3rd party file servers, for security this data is encrypted to prevent interception and is regularly backed up and stored securely off-site. Paper records are kept securely in locked filing cabinets.

Will we share your data with anyone?

Key information may be shared with the Statutory Authorities if there is a statutory obligation placed on us to do so (Redbridge Early Years, Ofsted, Social Services, Childcare Professionals).

How long will we keep your data?

We will only keep your information for as long as necessary and will delete your data 3 years after your child leaves our provision or in line with our statutory obligations.

What are your rights?

- You have the right to see what data we hold on you and to ask us to make any corrections that may be necessary.
- You have the right to ask us to stop processing your data (but please bear in mind that this may prevent us from delivering a service to you).
- You have the right to request that we permanently delete your data and the right to be forgotten by us.
- You have the right to make a complaint regarding Data Protection to the ICO (Information Commissioner's Office) www.ico.org.uk