



Privacy Notice – May 2018

Brently & Henbury Children's Centre is the data controller for the purposes of the General Data Protection Regulations (2018). The purpose of this Privacy Notice is to tell you about what information we collect about you when you use our service, how we use that information and who we may share that with.

1. What information we collect about you:

For you (and for a second parent/carer if you provide these details):	For your child/ren:
<ul style="list-style-type: none"> • Name • Date of birth • Country of birth • Relationship to child • Gender • Whether you have parental responsibility • Whether you have regular contact with your children • Whether you are pregnant and if so, your estimated due date • The name of your GP surgery • Whether you are a lone parent • Marital status • Your address and contact details including email and phone numbers • Whether you are currently working and details of your work status • Your spoken, preferred written and reading language and whether you are a BSL or Makaton user or require a translator • Whether social care are involved with your family and if so, whether your child is subject to a child protection plan, in care or a child in need and the name of your social worker • Your previous addresses in the past 5 years • Whether anyone in your household is working • Your sexual orientation • Your ethnicity, religion and whether you have any disabilities, and if so, details • Your National Insurance Number or National Asylum Support Service Number (for the purpose of checking your eligibility for Early Years Pupil Premium). 	<ul style="list-style-type: none"> • Full legal surname of the child* • Full given first name of the child* • Date of birth* • Gender* • Country of birth* • Primary carer • Spoken, written and reading language, BSL or Makaton user and whether a translator is required* • Whether registered with a dentist and up-to-date with vaccinations • Ethnicity* • Religion • Whether your child has any Special Educational Needs or Disability and if so, details* • Details of any medical or dietary requirements • Number of hours attended that are funded by the local authority* • Number of hours attended that are un-funded by the local authority* • Your child's eligibility for Early Years Pupil Premium and the basis for the funding* • Your child's eligibility for Eligible 2-Year-Old funding and the basis for the funding* • Your child's current address and postcode* • A copy of your child's birth certificate to claim Free Early Education Entitlement when they become eligible. <p style="text-align: right; margin-top: 20px;">*This information is collected for children aged 2, 3 or 4 years old and returned to the Department for Education via the Early Years Census</p>

2. What our legal basis for processing your data is:

We collect this information to enable BHCC to perform its statutory duties under the Childcare Act 2006. The Childcare Act 2006 details the statutory responsibilities, details and guidance for Children's Centres providing services for families with young children.

3. How long we hold your information for:

All financial records we hold about you will be kept for seven years. Your child's record will be held in secure storage until the end of the academic year seven years after leaving BHCC, or the age of 21 if there has been any SEND or Child Protection involvement.

4. How we use your information:

The information you have provided will be stored in locked cabinets (paper format) and on our network (digitally). Access to the data is restricted to staff on a 'need to know' basis, specifically those involved in the planning, delivering and monitoring of services provided for families with young children.

The information will also be used to plan what services should be available in your local area and to contact you to invite you to attend appropriate services to support you and your family.

For families using our day-care or holiday club your information will also be used to manage, collect and recover money that is owed to us for chargeable services.

We use Mailchimp for our online newsletter communications. Mailchimp is an American company, founded in 2001. To be able to use this service to communicate with families, we input email addresses. Mailchimp operates in the United States and therefore your information may be transferred to, stored, or processed in the United States. The Mailchimp Privacy Policy states *"While the data protection, privacy, and other laws of the United States might not be as comprehensive as those in your country, we take many steps to protect your privacy, including offering our Members a Data Processing Agreement."*

5. Who we may disclose your information to and why:

The information you have provided will be shared with key partners, such as health visitors, social workers, and other professionals if we have a concern about you or your child's welfare. We will also share your information with your child's Primary School during their transition to school.

This information is shared to enable all agencies who are supporting children and their families to work together to provide services to best meet the needs of families.

6. The right to withdraw consent at any time where relevant:

Where we process your information on the basis of consent you have the right to withdraw your consent at any time but this will not affect the lawfulness of processing based on consent before it is withdrawn.

7. Your rights as the data subject:

You have the right to request access to your data and where data is found to be inaccurate to have that data corrected. In certain circumstances you have the right to have data held about you erased, or the use of it restricted, to object to processing as well as the right to have your data transferred to another data controller.

8. Access to your information:

You can ask to see what information we hold about you and have access to it. You can do this by contacting the Business Manager, Brentry and Henbury Children's Centre, Brentry Lane, Brentry, Bristol, BS10 6RG.

9. The right to lodge a complaint with a supervisory authority:

You also have the right to object to the processing of your information and to have any inaccurate information corrected. You also have a right of complaint to the Information Commissioner's Office (ICO) at www.ico.org.uk if you think we have dealt with your information in an inappropriate manner.