



Mighty Oaks After School and Holiday Club

Privacy Notice



At Mighty Oaks we respect the privacy of the children attending the club and the privacy of their parents and carers. 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. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide is kept secure. Please refer to our *Data Protection policy for retention periods of your data due to our legal obligations.*

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

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 by government bodies or law enforcement agencies

We use Bookthechildcare Ltd as data processor to take online bookings, issue invoices and manage the running of the clubs we provide and as such we process the data described below.

Under a **contractual** basis we process the following data: email address, password, Name, Address, home telephone number, mobile telephone number, work telephone number, parental responsibility, emergency contact details, which club you wish them to attend, session bookings.

Under the basis of our **legal obligation** as child care providers we process the following information: your relationship to each child, their name, date of birth, gender, address, school year, doctor's surgery, dietary requirements and medical information. We also required to process data for a 2nd emergency contact's name, address, telephone number, mobile telephone number, work telephone number, email address and their relationship to the child.

On the basis of **legitimate interests** we process the following optional data about children in our care: Ethnic origin, Religion, Languages spoken at home, siblings, school. Doctor's name, how you heard about Mighty Oaks and why you chose Mighty Oaks.

Under the basis of **consent** we ask you for permission to: perform emergency medical treatment, apply sun cream, visits parks and playgrounds and take photographs used for promotional purposes.

You have the right to as 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 data to be deleted, but note that:

- We will not be able to continue to care for your child if we do not have sufficient information about them.
- Even if your child has left our care, we have a statutory duty to retain some types of data for specific periods of time, so we cannot erase everything immediately. *Please see Retention periods section of our Data Protection Policy for details.*

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).