



HORNS DROVE
community childcare

PRIVACY NOTICE

At Horns Drove Community Childcare, we are committed to protecting the privacy and security of the personal information of our children, parents, guardians, and employees. This privacy notice outlines how we collect, use, disclose, and protect personal information in accordance with applicable privacy laws.

We may update this privacy notice from time to time, any changes will be posted on our website or communicated directly to you.

Information We Collect

We may collect the following types of personal information:

- Child information: Names, dates of birth, contact details, medical information, emergency contact information etc.
- Parent/guardian information: Names, contact details, and any other necessary information for communication and administration purposes
- Employee information: Names, contact details, employment history, qualifications, and other relevant information for employment purposes
- Photographs and videos: We may take photographs or videos of children for education, promotion, or administrative purposes. We will obtain consent from parents/guardians before using such media

How We Collect Information

We collect personal information through various methods, including:

- Registration forms completed by parents/guardians
- Correspondence via email, phone, or in person
- CCTV cameras on the premises for safety and security purposes
- Photos and videos taken during school activities or events

Use of Information

We use personal information for the following purposes:

- To provide educational services and care for children
- To communicate with parents/guardians regarding child progress, events, and administrative matters
- To ensure health, safety, and security of students and staff
- To comply with legal obligations and regulatory requirements
- To improve our programmes, services, and facilities
- To capture photographs and videos for educational, promotional, or administrative purposes (with appropriate consent)

Disclosure of Information

We may disclose personal information to the following parties:

- Authorised staff and contractors for educational and administrative purposes
- Regulatory bodies or government authorities, as required by law
- Medical professionals or emergency services, in case of a health or safety emergency

- Third-party service providers who assist us with functions such as IT support, payment processing, or transportation

Data Security

We implement reasonable security measures to protect personal information from unauthorised access, disclosure, alteration, or destruction. We restrict access to personal information to authorised individuals who require it for legitimate purposes.

Retention of Information

We retain personal information for as long as necessary to fulfil the purposes outlined in this privacy notice, or as required by law. When no longer needed, we securely dispose of or anonymise personal information.

Your Rights

You have certain rights regarding your personal information, including:

- The right to access and review your personal information
- The right to request correction or update of your personal information
- The right to request deletion of your personal information, subject to legal obligations
- The right to withdraw consent for the use of certain personal information
- The right to lodge a complaint with the appropriate data protection authority

Contact Us

If you have any questions, concerns, or requests regarding the privacy of your personal information, please contact us at enquiries@hornsdrove.uk.