

Narberth & District, Community & Sports Association (Bloomfield Nursery, After School and Holiday Club) privacy notice

Narberth & District Community & Sports Association (NDCSA) is a registered charity, Number 512032.

We have a legitimate interest under the General Data Protection Regulation to collect such personal information about you and your child/ren to deliver a childcare service to you.

The lawful bases for processing information as set out in article 6 of the GDPR that relate to our processing are:

- 1) consent - parents provide consent for our staff to carry out processing their children's details for registration with the setting, monitoring and assessment whilst attending the setting, also to take photos of their children whilst attending the setting
- 2) contract - parents sign contracts to confirm attendance at the setting.
- 3) legal obligation - as we are registered and inspected by a government body, we have a legal obligation to process, keep and supply information when requested to Care Inspectorate Wales.

NDCSA (Bloomfield Nursery and After School and Holiday Club) processes special category data as part of the registration process into the settings including race, religion and health information for the purpose of providing the correct care and support so that all children have equal opportunity to access the services we provide. This is attained prior to the child starting.

Most information will be electronically stored with some information provided to staff working around the setting to ensure they can fulfil their role whilst working. Hard copies of data will be stored in a lockable filing cabinet in the locked office.

The information that we require will be: -

- Child's name
- Child's date of birth
- Parent names and addresses
- Who has parental responsibility for the child
- Who the child lives with
- Emergency contact names, addresses and telephone numbers
- Home language
- Child's doctor name and contact details

- Any allergies / dietary requirements that the child may have
- Medical history
- Whether the child has any additional needs

NDCSA (Bloomfield Nursery and Afterschool and Holiday Club) is required to hold and use this personal data to comply with the national minimum standards and the local Early Years Team. It could also include photographs, video or audio recordings of the child. This data will be used to:

- Support your child's development
- Monitor and report on your child's progress
- Share information about activities in our setting
- Share with other professionals in accordance with legislation
- Contact named people in an emergency
- Ensure that a contract of service is delivered and maintained
- Ensure that this setting receives the statutory funding for which it is eligible

The data may be, when necessary, shared with:

- Other professionals supporting your child, for example Health visitor, Cylch Meithrin, School or other health or education professional
- The local authority, through early education funding or childcare for Wales offer
- CIW

The setting is required by law to keep some information about the children who have been registered with us for a period of time after they have left the setting. The data will be disposed of / erased securely after the correct time.

Please see the privacy and confidentiality policy for more details.

If you have any questions about this, then please contact Cheryl Crowdy, Nursery Manager bloomfieldnursery@outlook.com or 01834860293