



PRIVACY NOTICE

This Privacy statement explains our practices, including your choices, regarding the collection, use and disclosure of certain information, including your personal information, by Funtastic Club.

Contacting us

If you have any general questions about your details, your bookings, please contact:

funtastic101@hotmail.co.uk.

The data controller of your personal information is Funtastic Club. For question specifically about this Privacy Notice or use of your personal information, please contact us by email at

funtastic101@hotmail.co.uk.

It is very important that the information we hold about you is accurate and up to date. Please let us know if at any time your personal information changes by emailing us at funtastic101@hotmail.co.uk.

Data Protection principles

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way
2. Collected only for valid purpose that we have clearly explained
3. Relevant to the purposes we have told you about and limited to those purposes
4. Accurate and kept up-to-date
5. Kept only as long as necessary for the purposes we have told you about
6. Kept securely

What is personal data

Personal data means any information about an individual and from which that person can be identified.

Who is collecting personal data

Funtastic Club administration will be collecting personal data in order to provide childcare required by the parents.

Funtastic Club administration will also be collecting personal data for employment purpose.

Nature of the processing

Data is collected via our registration form and our holiday booking forms received by email or post or handed in. Data is also collected from our contact us form on our Website and from our employment application form. We will store the data securely and access the data to meet the purpose below.

Purpose of processing

To enable the provider to arrange and provide childcare services which the parent/guardian has requested to the parent/guardian and the care recipient (child).

To answer your enquiries from our contact form on our website.

To comply with the law regarding employment.

Types of personal data

Full name of parents/guardian, address, telephone numbers, email addresses

Full name of the care recipient (child), birth date, gender, legal names

Full name of employees, address, telephone numbers, email addresses, bank details

Password for collection of the care recipient

Health status of the care recipient

Special dietary requirements of the care recipient

Doctor's name of the care recipient

Dentist's name of the care recipient

General notes – child's interests, likes and dislikes of the care recipient

Ethnicity of the care recipient

Full name of trusted friends/family members, addresses, telephone numbers, email addresses

Origin of enquiry

Accident forms

Learning journeys

Identification documents

Categories of data subjects

Parent/guardian

Care recipient (child)

Trusted friends/family members

Employees

Geographical Location of data and services

United Kingdom

Data security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

Retention of information

We retain your information for as long as required either by UK or EU law and/or as long as we need it to provide you with the services you requested from us. Full details of retention periods can be obtained by emailing us at funtastic101@hotmail.co.uk.

Disclosure of information

Information collected by us will only be used for the purpose defined above. Where there it is legally required, or necessary (and it complies with data protection law) we may share personal information about care recipients (child) with our regulator Ofsted to meet our legal obligation to share information such as safeguarding. We also may share personal information with third parties for employment requirements.

Our legal basis for processing for the personal data

By signing our registration form, you consent to us processing your data in order to provide the childcare you require. The processing of your data is also necessary as part of our contract with you. We also process personal data to comply with employment law.

Your information and your rights

You have the right to:

- Be informed about how we use personal data.
- Request access to the personal data that we hold about you, the care recipient (child) and your emergency contacts.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is deleted.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Assessors Name	Updated on	Reviewed on	Signature
Regine Natchoo	May 2018	September 19	R.Natchoo
Regine Natchoo	September 19	September 20	R.Natchoo