

Privacy Policy and Data Protection

How we comply with the Data Protection Act of 1998 and 2018.

We treat any personal information (which means data from which you can be identified, including your name, address, e-mail address, etc.) that you provide us, or that we obtain from you, in accordance with the provisions of the Data Protection Act. Under this Act, we have a legal duty to protect any information we collect from you. Any amendments to this policy will continue to be in accordance with the provisions of the Data Protection Act 1998.

How we collect information about you.

When you send your children to Field of Joy, we receive information about you and any children who attend our sessions in a number of different ways. You may give us the information when you:

- Book a session at Field of Joy.
- Complete a Learner Referral Form.
- Book an alternative provision course.
- When you let us know about a change in your personal circumstances (for example, if you change your name when you get married or move to a new house).
- We may receive it from another organisation, for example, should we be required to work with the local council.

How we use your personal information.

We use information that we have about you and your children for the running of Field of Joy. These generally fall into the following areas.

1. Administration – This applies to past, current, and potential future children and their parents / guardians. We use this information for the provision of childcare. The types of personal information we collect, and use include:

- The personal details of your child.
- The payment of fees due.

- Details of the child's Family (so we can contact you in case of an emergency).

- Medical information (so we can cater for any special needs).

2. Provision of Education – This applies to past, current, and potential future children and their parents / guardians. We use this information to ensure that your child's development needs are catered for. The types of information we collect, and use include:

- Education and Training Details (so we can ensure your child's development needs are catered for).

3. Keeping you informed – This applies to current, past, and potential future children and their parents / guardians. We use this information to keep you updated about events at Field of Joy e.g., to let you know about news, events and changes to schedules. The types of information we collect, and use include:

- Email address. So we can email you updates and newsletters. (Note: This is optional, and you can opt out of receiving email updates at any time).

How long we keep your information for. We are required to keep certain personal information including registers, medication records and accident records pertaining to the children for at least 3 years after the child has left Field of Joy (sometimes much longer). This is in order to comply with the Childcare Act 2006 and other legislation (e.g., Limitation Act 1980/The Statute of Limitations (Amendment) Act 1991).

Who we share your information with.

Generally, we only use your information within Field of Joy. There are some occasions when we need to share personal information about you and / or your child with third parties. These are:

- Every now and again, we receive requests for information from schools, government departments, the police and other enforcement agencies. If there is a proper legal basis for sharing your personal information, we will provide it to the organisation that is asking for it.

- In case of an emergency, we may need to share with the emergency services details of your child including details of any medical conditions as provided to us by you.

Where we store personal data:

We use third-party data processors; these are secure online systems and any personal information shared with us is stored securely for necessary use by Field of Joy.

Where we will process information.

As we use third party storage systems (detailed above), personal information may be stored in servers outside of the United Kingdom. We will only use your personal information in the United Kingdom.

Our commitment to you.

We will process your personal information in line with the Data Protection Act. This means that we will:

- Only collect and hold information about you which we need for some reason.
- Keep your personal information up to date and accurate (to help us do this, please let us know if any of your details change).
- Take appropriate steps to protect your personal information from being used without permission, or illegally, and to safeguard your rights; and
- Destroy your personal information in a secure way once we no longer need it.

Dated: 1 st April 2023	Reviewed: 1 st April 2024	Signed: C.Howells	C. Howells
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