

The Meadow



Privacy Notice

Created	Claire Imhasly	September 2022
Reviewed	Claire Imhasly	September 2023
Next review due		September 2024

Scope

We at The Meadow Learning CIC take privacy very seriously. This document is intended to make clear when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others, and how we keep it secure.

What information is being collected about you?

The categories of child and/or parent information that we process include:

- Personal identifiers, contacts and characteristics (such as name, unique child number, contact details and address)
- Safeguarding information
- Special educational needs
- Medical and administration (such as doctor's information, child health, allergies, medication and dietary requirements)
- Attendance (such as sessions attended and any previous schools attended)

Why do we collect your information?

The personal data collected is essential, in order for The Meadow Learning CIC to fulfil our official functions and meet legal requirements.

We collect and use your information for the following purposes:

- to support your child in our community
- to provide appropriate pastoral care
- to keep children safe (food allergies, or emergency contact details)
- to meet the statutory duties placed upon us

How do we collect your information?

We obtain your information via family agreement forms at the start of your time with us/.

Your data is essential for The Meadow CIC's operational use. Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with GDPR we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Who do we share your information with?

We do not share information about children or parents with anyone without consent unless the law and our policies require us to do so.

How long do we keep your information?

Please see our Data Retention policy

How do we keep your information secure?

We are committed to doing all that we can to keep your data secure. We have set up systems and processes to prevent unauthorised access or disclosure of your data – for example, we protect your data using varying levels of encryption.

How do you access your information?

Under GDPR, parents and children have the right to request access to information about them that we hold. To make a request for your personal information, please see the contact information below.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

How can you contact us about your information?

If you would like to discuss anything in this privacy notice, please contact:

- Claire Imhasly email themeadowbath@gmail.com