



PRIVACY POLICY FOR WILD CHLD PARENTS DATE CREATED: May 2018

The Paradise Co-operative is committed to protecting your privacy. This statement explains how we use any information you give to us and the ways in which we protect your privacy. We ask you to read it carefully. We may be required to change it from time to time so we also ask you to check it occasionally to make sure you are aware of the latest version.

How we comply with the Data Protection Act and the new General Data Protection Regulation 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 the information

When you send your children to Wild Child, we receive information about you and any children who attend our clubs in a number of different ways.

You may give us the information when you:

- Apply for, or we offer you, a place via our website, via e-mail or other correspondence
- When you sign up to one of our newsletters
- When you let us know about a change in your personal circumstances

How we use the information about you

We use information that we have about you and your children for the running of Wild Child and to comply with legal requirements. 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 child care.

The types of personal information we collect and use include:

- Your personal details;
- The personal details of your child;
- The payment of fees due;
- Details of the child's Family and an emergency contact who may not be a family member (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 Wild Child and Paradise Co-operative 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 Wild Child (sometimes much longer). This is in order to comply with 'Early Years Foundation Stage Welfare Requirements' (given legal force by 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 Wild Child and Paradise Co-operative. There are some occasions when we need to share personal information about you and / or your child with third parties. These are:

- 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.
- To contact you when we want to inform you about events at Wild Child.

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 Wild Child / Paradise Co-operative.

The following systems are in use and their privacy statements and policies can be found below.

- **Dropbox:** An online cloud-based storage system, is used for necessary data storage including personal information when relevant. Dropbox [terms of service](#) statement: "When you use our Services, you provide us with things like your files, content, messages, contacts and so on ("Your Stuff"). Your Stuff is yours. These Terms don't give us any rights to Your Stuff except for the limited rights that enable us to offer the Services." Dropbox privacy policy can be found [here](#).
- **Google drive:** Google drive, an online cloud-based storage system, is used for necessary data storage including personal information when relevant. Google Drive [terms of service](#) state, "You retain ownership of any intellectual property rights that you hold in that content. In short, what belongs to you stays yours." Google privacy policy can be found [here](#).
- **Mailing lists:** When we contact you via a mailing list we use an external platform called [Mailchimp](#) and their privacy policy can be found [here](#). You can opt out of receiving mailing list emails at any time
- **Website back-end:** please see our website privacy policy

Where we process your personal data

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.

Your rights

You have certain rights over your personal information. Most importantly, you have a right to ask for a copy of all the personal information we hold about you but there are some legal exceptions to this, such as information which is confidential to us. If you would like a copy of your personal information, you should contact us on team@paradisecooperative.org. There may be a charge for this.