

Privacy Notice - Children

1. Introduction

- 1.1. This document sets out the personal data the college collects and processes about children who access the children's centre, including the purpose and legal basis for the processing, any data sharing requirements and the rights of data subjects.
- 1.2. It is part of a suite of privacy notices published by the college and should be read in conjunction with the college's data protection policy and associated documentation which can be found at www.northern.ac.uk/dataprotection.

2. Scope

- 2.1. This notice applies to any children who have accessed the college's children's centre and their parents/guardian.

3. The legal framework

- 3.1. We are the data controller of the personal data we hold about you. We are The Northern College for Residential Adult Education Ltd. Our address is: Wentworth Castle, Lowe Lane, Stainborough, Nr Barnsley S75 3ET.
- 3.2. Our data protection officer is Sarah Johnson. If you have any questions about this notice or the ways in which we use your personal data, please contact our data protection officer at 01226 776005 or dpofficer@northern.ac.uk.
- 3.3. This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.
- 3.4. The college is registered as a data controller under the Data Protection Act 1998 – registration number Z6656286. This means that the purposes for which the college collects and processes personal data are notified to and registered with the Information Commissioner's Office (ICO).

4. What data do we collect

- 4.1. When we register a child to access the children's centre we collect personal data as follows:
 - 4.1.1. Child – where the child's parent/carer is attending a short course we will collect the child's name, address, date of birth, age, gender, protection against certain diseases e.g. measles, details of any prescribed medicine that the children's centre will be required to administer, any additional support needs, any dietary requirements, ethnicity.
 - 4.1.2. Child – where the child's parent/carer is attending a diploma or other longer course or the child is accessing a paid place we will collect the child's name, address, date of birth, age, gender, medical information, disability or special needs, allergies, protection against certain diseases e.g. measles, details of any prescribed medicine that the children's centre will be required to administer, any dietary requirements, ethnicity, first language, languages spoken at home, faith requirements, legal contact, the name, date of birth, relationship to and setting attended by any other child living at home, previous address, any other adult in relevant contact with the child, emergency contacts, whether the child has a CAF or named social worker, doctor, speech therapy details and health visitor details.
 - 4.1.3. Parent/carer – we will collect the name, address and emergency contact details for any parent or carer who looks after the child or may collect them, plus the course being attended by them at the college where relevant.

- 4.2. Whilst the child is attending the children's centre we may collect further data including details of activities undertaken during the day, work, development areas, daily diary such as sleeping and eating whilst at the centre, progress and development (including physical development), interests and likes/dislikes, attendance, any specialised learning plans, medical and health data, accident data, any areas for concern.
- 4.3. Where additional support is required we may collect further data. This will only be done with the knowledge and consent of the child and parent/carer; apart from where there are exceptional circumstances that are covered by the college's legal obligations regarding safeguarding.
- 4.4. We may collect photographs of the children at the centre but this will only be done with the prior consent of the parent/carer and /or child.
- 4.5. In order to manage any financial arrangements related to the child's attendance at the children's centre we may also collect and process your funding information and bank details.

5. How we use the data

- 5.1. We will use the personal data;
 - 5.1.1. to **manage and process the child's application** to the children's centre;
 - 5.1.2. to **manage and administer delivery of the child's care** whilst using the children's centre.
 - 5.1.3. for the purposes of **teaching and measuring development**;
 - 5.1.4. to apply for and/or **provide any additional support**;
 - 5.1.5. to meet our **statutory obligations** with regard to early years foundation stage delivery;
 - 5.1.6. to meet our **safeguarding** obligations;
 - 5.1.7. to **ensure the place is appropriately funded**, and where appropriate to receive payment.

6. What is our legal basis for processing the data

- 6.1. Generally, the data we collect is processed as part of our public interest task of providing early years provision to children.
- 6.2. We process some data on the grounds of the statutory obligations placed on an early years foundation setting and in respect of our safeguarding obligations;
- 6.3. We will ask for explicit consent in relation to the taking and use of photographs.
- 6.4. Where we collect health data this is defined as special category data. In order to process that data we will seek your explicit consent to the processing for specified purposes.
- 6.5. Where we collect data to enable us to ensure and monitor equality of opportunity and treatment e.g. ethnicity, disability, this is defined as special category data. In order to process that data we will seek your explicit consent to the processing for specified purposes.

7. How we store and secure the data

- 7.1. Data is held electronically in password protected systems which are accessed by authorised college staff only. Hard copy data is stored securely and accessed by authorised college staff only. Please see our data security statement for further information.

8. CCTV

- 8.1. We use CCTV in the children's centre for the purposes of security and health and safety, and accordingly, will capture imagery of children, parents/carers and other visitors.
- 8.2. We have a CCTV code of practice which can be found at www.northern.ac.uk/dataprotection which enables us to ensure that the data captured is managed securely and appropriately, and that it is only accessed by authorised staff for specified purposes.
- 8.3. The system was installed and is maintained by a third party service provider (D J Byers Ltd). They do not have remote access and can only access the system in the presence of the children's centre manager.
- 8.4. The college has written contract in place to ensure the protection of the data.

9. Does anyone else process the data

- 9.1. We do not use any third party data processors for this data, with the exception of CCTV maintenance as described above.

5. Who do we share the data with

- 5.1. We do not share this data with anyone without consent unless the law and our policies allow us to do so.
- 5.2. We may share data with the following people or organisations (or types of organisation):
 - 5.2.1. We will share daily diaries, work, development and progress and details of any accidents, incidents or issues with a child's parent/carer;
 - 5.2.2. We may share data with other appropriate agencies in relation to our safeguarding and child protection obligations;
 - 5.2.3. We may share data with the appropriate council in relation to funding for additional support;
 - 5.2.4. We may share data relating to a child's health and welfare with their named health visitor;
 - 5.2.5. If the child has a serious accident whilst at the centre we may need to share that data with the Health and Safety Executive and Ofsted;
 - 5.2.6. We may share data with a child's other or next educational setting.
- 5.3. We may also share data with third parties who provide services to the college as follows:
 - 5.3.1. Thomas Franks Ltd – we may share data with the company who provide our catering services, for example dietary requirements, in order to enable them to provide appropriate catering services;
 - 5.3.2. Constant Security – we may share data with the company who provide our security services in order for them to be able to provide effective security services.
- 5.4. Where personal data is shared with a third party service provider we will have a written contract in place to ensure the protection of the data.

6. Do we transfer the data outside Europe

- 6.1. We do not store or transfer your personal data outside Europe.

7. Is the data used to make automated decisions

- 7.1. We do not make automated decisions using the data outlined in this notice.

8. How long will we keep the data

- 8.1. We will not keep your personal information for longer than we need it for the purposes we have explained above.

8.2. We will retain data in line with our retention schedule which can be found at www.northern.ac.uk/dataprotection.

9. What rights do children have over personal data

9.1. Children have the same rights as adults over their personal data, this includes:

- 9.1.1. the right to make a complaint to the Information Commissioner's Office (ICO) if they are unhappy about the way personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);
- 9.1.2. the right to ask us what personal data we are holding about them and to have access to a copy of their personal data;
- 9.1.3. the right to ask us to correct any errors in their personal data;
- 9.1.4. the right, in certain circumstances such as where our use of personal data is based on consent and we have no other legal basis to use the data, to ask us to delete it;
- 9.1.5. the right, in certain circumstances such as where we no longer need personal data, to request that we restrict the use that we are making of it;
- 9.1.6. the right, in certain circumstances, to ask us to review and explain our legitimate interests;
- 9.1.7. the right, where our use of personal data is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide a copy of personal data in a structured, commonly-used, machine-readable format.

9.2. Our 'rights of individuals (data protection) protocol' sets out a child's rights in more detail and explains how they can exercise them.

10. Changes to our privacy notice

10.1. We keep this privacy notice under regular review. Any changes we make to our privacy notice in the future will be notified by an appropriate means.

11. Contact

11.1. If you would like to discuss anything in this privacy notice, please contact the data protection officer.