

**(SCIO)**

**Privacy Notice for Springfield Out of School Care Club.**

The GDPR allows 6 different lawful bases to collect personal data. They are consent, contract, legal obligation, vital interests, public interest and legitimate interests.

The information that Springfield Out of School Care Club collects and controls is only used to fulfil a contract with the parents/ carers, for vital interests (e.g. allergies) or to fulfil a legal obligation (e.g. OSCR, The Care Inspectorate or GIRFEC). Therefore, no consent is required to collect and control this data.

This Privacy Notice explains how Springfield Out of Care Club collects and controls data.

* Who are we

Springfield Out of School Care Club (SOoSCC) provides out of school care for children up to 12 years who attend Linlithgow schools. Our purpose is to provide a safe and secure environment for your children and to help foster their personal and social development through stimulating play-based activities. The club is a social enterprise with incorporated charitable status (SCIO), and is funded primarily through payment of fees for its services.

* What information do we collect

SOoSCC collects the following information on parents and carers:

Name, Email Address, Home Address and phone number(s).

SOoSCC collects the following information on children, with their parents’ / carers’ permission:

Name, allergies, primary class, medical Information and children’s interests likes/dislikes

* Who is collecting it

SOoSCC gathers and holds the above information.

* How is it collected

Parents’ / Carers’ information is collected through SOoSCC’s registration forms.

Children’s information is collected through SOoSCC’s registration forms, through their “About me” forms and through contact with workers at SOoSCC.

* Why is it being collected

Parents’ / Carers’ information is being collected to allow SOoSCC to contact parents / carers.

Children’s information is being collected to allow SOoSCC to provide optimum care, tailored to each child.

* How will it be used

Parents’ / Carers’ information is used to contact parents / carers as and when required, for example with billing information, in case of an emergency and to send out communications, e.g. newsletters.

Children’s information is used to tailor the care provided to each child, ensure their safety and provide continuity of care.

* Where is this information stored

For the purposes of IT hosting and maintenance this information is held on the book keepers’ computer. It is currently backed up on a flash drive and the club are in the process of setting up Office 365 to improve our data storage. No third parties have access to any personal data unless the law allows them to do so.

Data that is held in hard copy format is held in a locked filing cabinet that is located within the Community Wing’s main office. The Manager holds the keys to the filing cabinet. If the Manager is absent, for example on Annual Leave, the keys are held by the Deputy Manager.

* Who will it be shared with

Information will only be shared with legitimate third parties, for example Springfield Primary School, The Care Inspectorate, Social Services or any other professional body that legally requires to access this information to ensure the safety of the children under the care of SOoSCC.

Details will never be passed on speculatively to any Third Party.

* How long will this information be retained

We are required under UK tax law to keep our client’s basic personal data (name, address, contact details) for a minimum of six years after the date that the child leaves SOoSCC. After this time has elapsed, the information will be destroyed.

* What are your rights

If at any point you believe the information we process on you is incorrect, you may request to see this information and have it corrected. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer, Helen Anderson,e-mail address [springfieldoutofschoolcareclub@gmail.com](mailto:springfieldoutofschoolcareclub@gmail.com)who will investigate the matter. Alternatively, you can contact the Information Commissioner’s Office (ICO) using the details below.

* Is the intended use likely to cause individuals to object or complain

The intended use to provide the optimum care for the children in the care of SOoSCC.

If you feel that you would like to complain about the manner in which SOoSCC collects, holds or uses your data, please contact the ICO at <https://ico.org.uk/about-the-ico/> and click on [Report A Concern](https://ico.org.uk/concerns/).