



Child/Young Person's Privacy Notice

What's this about?

The law that ensures that people keep your personal information safe – things like your date of birth, where you have lived, where you went to school. Clover Childcare Services and other people collect and use information for all kinds of reasons, and the new law tells them exactly what they are allowed to do with yours.

We collect some information about you. It's our job to tell you how we will collect the information, how we will record it and how we will use it.

In this notice, you will see different names or terms used that you may not be familiar with, such as:

Data controller: This person or group of people, like Clover Childcare Services is in charge of the information we collect.

Data processor: This person processes information for the data controller. This can be someone outside Clover Childcare Services or Clover Childcare Services itself

Data protection officer (DPO): This person makes sure we do everything the law says. Clover Childcare Services' DPO is a company called The Privacy Worx.

Personal data: This means any information that can be used to identify someone, such as their name, email address and date of birth, or any information that relates to you.

Who looks after your information?

Clover Childcare Services is the data controller of the personal information you give us – we look at how and why your information is collected and used. Our address is -

Clover Childcare Services
The Old Rectory
Old Rectory Road
Brumstead
Norwich
NR12 9EU

Sometimes we have to give your information to other people, such as the government, but we will only give away your information when you say it's ok or when the law or regulation says that we have to. When your data is given to someone else, they must look after it and keep it safe.

Why do we collect and use your information?

We will only collect your information when we need it to help us do our job or to follow the law. When we've collected it. Here's how we use it –

- To support your care and safeguarding
- To monitor and report on your progress



- To provide appropriate support
- To assess risk
- To assess the quality of our service
- To comply with the law regarding data sharing
- To inform and update the court or permitted organisations

What information do we collect?

The categories of information that Clover Childcare Services collects, holds and shares include the following:

Your personal information

This is things like your name and date of birth.

Your characteristics

This means information about you, like where you're from, what language you speak and things like that.

Your care needs

This means information provided by your local authority about your care needs and risks.

Your attendance information

We will also record how many times you missed school or activity programme and the reasons why.

Your assessment information

We collect your assessment information and the results of any tests you might take.

Some of your medical information

We keep information about any times you've been ill and any special conditions you have that we need to know about to keep you safe. We ask you to sign a consent form to give us access to your medical records or liaise with the Doctor on your behalf; this is to ensure your wellbeing and the wellbeing of others

Behavioural information

We record the number of times there have been behavioural issues, what the reasons were and any consequences.

Do you have to give us your information?

You must give us quite a lot of the information we need, but there is some information that you can choose whether to let us have it or not.

When we ask you for information that you don't have to give us, we will ask for your permission and let you know why we want it and what we will do with it. If you don't want us to have this information, that's your choice.



The Stables Independent School

Are there some circumstances where I cannot have access to information about me?

There are certain circumstances where we can withhold information about you, for example where the information might cause serious harm to your physical or mental health or to another individual

There are also certain circumstances where we can withhold information about you, for example where there are safeguarding concerns about you or another individual.

How long will we keep your information?

We don't keep it forever, only as long as we need it to help us do the things, we need it for. We have a policy that tells us when to keep it and when to bin it.

Will your information be shared?

We won't share your information with anyone else without your permission, unless the law says we can or should. We may share information with:

- The Local Authority including educational establishments
- The NHS
- The Criminal Justice System- Court, Police, YOT and Probation
- Social Care Workers and Professionals
- Ofsted

The information that we share with them includes:

- Any behavioural concerns
- Risk assessments
- Updated information

Sometimes we have to share your information. We have a duty to share information with our regulatory bodies; this includes Ofsted, Care Quality Commission (CQC) and Regulation 44 visitor. They may ask us to share things like:

- How many young people in our school?
- Attendance figures
- Performance data
- Number of incidents of absconding
- Number of restraints
- Number of complaints
- Number of safeguarding concerns



The education information may be stored in the National Pupil Database, and then some of it shared with people looking to help young people like you. But don't worry, the database is very safe, and your information won't get lost or given to anyone who shouldn't have it.

We have to pass on certain information to the people in charge of local schools called the Local Authority. We might share some information with people who provide education and training for people over 16, like colleges. We may pass on information that helps them to make sure they provide the right kinds of education, such as your name, date of birth, where you're from and things like that.

What are your rights?

You have the right to:

- Be told how we use your information.
- Ask to see the information we hold.
- Ask us to change information you think is wrong.
- Ask us to only use your information in certain ways.
- Tell us you don't want your information to be processed. Unless we have a legal reason to do so.

If the information we are collecting is information that you can choose not to give, you can tell us to stop collecting it at any time.

If you're worried about how we get and use your information, you can speak to anyone at Clover Childcare Services, who will be able to help you and answer any questions that you have.

If you want to speak to somebody not at Clover Childcare Services, you can call the people who look after information, called the Information Commissioner's Office (ICO), on 0303 123 1113 or using their [live chat](#).

Our Data Protection Officer can be contacted at dpo@theprivacyworx.com

Four important things to understand

Now you've read this, we hope you understand that:

- The law allows us to collect and use your information to help us do our job.
- We may share your information with others, but only when we really need to.
- We will ask for your permission to share your information whenever you have a choice.
- You can tell us not to share your information, even when you have said yes before.



Would you like to know more?

If you have any questions, we will be happy to help you.

Changes to this notification

Any changes we may make to this notification in the future will be posted on this page and where appropriate notified to you by e-mail or delivered by hand.