

ST FRANCIS FAMILY CENTRE PRIVACY NOTICE

Important information

The Catholic Children's Society (CCS) provides pre-school education to children at the St Francis Family Centre, Wade's Place, Poplar, London E14 0DE. It also provides the following related services to children and their families:

- A toy library and book club
- Parent workshops on healthy eating, budgeting and child development
- An after-school club
- Day trips and holidays
- Presents and hampers at Christmas

The CCS is the data controller with respect to the personal information which is held and used by St Francis Family Centre. The offices of Catholic Children's Society are 73 St Charles Square, London W10 6EJ. Personal information is any information about individual people, both children and adults.

The law (the General Data Protection Regulation and the Data Protection Act 2018) protects the information that St Francis Family Centre holds about the children and their families who use its services, as well as other individuals who are involved in the work of St Francis Family Centre. This document explains how CCS handles the information which it holds and uses in relation to the St Francis Family Centre.

If you have any questions about this document or how you or your child's information is handled, you are welcome to contact Margaret Wilkinson Co-ordinator on 020 7987 8257 / margaretw@cathchild.org.uk.

The information which we hold

We hold the following information about the children and families who use our services:

- **Identity and contact information** includes their name, date of birth, gender, home address, telephone number, names and contact details of key family members or carers.
- **Background information** of children and their families including siblings and family size, financial means, religion, ethnicity, language, nationality and country of birth
- **Health and diet information** including medical conditions, medication, allergies, dietary requirements, injuries and sickness absences
- **Special educational needs** including any formal assessment, specific support and communications with other professionals
- **Professional contact information** includes details of other professionals, such as a GP or social worker, who look after the children and their families
- **Photographs** of children taken by St Francis Family Centre

- **Safeguarding and risk information** includes risk assessments, reports / communications with respect to any risk of harm.
- **Behaviour and progress information** which we keep to track the wellbeing and progress of the children, including where we are required to do so by law. This includes observation, planning and assessment records, as well as statutory reports on individual children
- **Service information** relating to the services provided to children and their families such as attendance at our sessions, use of the toy library / book club and attendance by parents / carers at workshops
- **Communications** concerning our children and their families, including questionnaires, complaints and day to day communications

We also hold identity and contact information about people who visit the nursery. When an application is made for a child to attend St Francis Family Centre, we obtain some of the information above (including identity, contact and background information).

The information which we hold comes from the children, their families, other professionals or statutory agencies.

What we do with personal information

We may use this information for the purposes below:

- Providing the services described above to children and their families
- Day to day management of these services
- Monitoring and reporting upon the provision of these services, including for the purposes of assessing our services
- Making sure that we comply with our professional and legal obligations
- Taking steps to ensure that the children (or anyone other individual) are protected from harm
- Responding to complaints or participating, where necessary, in legal proceedings

The lawful reasons for using personal information

We will only use personal information where it is lawful for us to do so. This is where it is necessary to use this personal information in order to provide and manage our services for the benefit of children and their families, for the performance of a contract or it is otherwise necessary for the purposes of compliance with our legal obligations.

When we hold or use sensitive personal information (such as information about race, religious beliefs or health), it is where:

- It is necessary for taking steps to protect a child (or other person at risk of harm) from harm
- It is necessary to protect the life of a child or other individual
- It is necessary in connection with legal claims or court proceedings or for the purposes of complying with a regulatory requirement

- It is necessary for reviewing equality of access to our services by people with different racial or ethnic origins, religious beliefs or health conditions
- If it is manifestly made public

When a child's parent (or carer) provides us with information about a child's health conditions, dietary requirements, medical treatment or religious observances, we will hold and use this information on the basis of the parent's (or carer's) consent that we may do so where it is necessary to provide appropriate care to the child and manage our services.

Who we share personal information with

We will only share their personal information where it is necessary, for the purposes above:

- With another professional (such as their GP or social worker) when we need to communicate with them for the purposes of providing our services.
- With Department of Education, Ofsted and other statutory agencies where we are legally required to do so e.g. local authority, Police and the NHS
- Holiday and travel companies where we arrange for holidays for children and their families
- With schools which children attend after leaving St Francis Family Centre to support this change
- Our staff are members of a professional organisations and therefore we may need to report potential breaches of ethical principles or codes of professional conduct.
- Where we are concerned that they or anyone else may be at risk of harm, we may need to report to the Local Authority or police in accordance with our safeguarding procedures.
- We will disclose information if we are required to do so by law, such as a court order.

On occasion, we may need to seek the advice of professionals such as our lawyers about specific issues that may arise or IT consultants to assist in the management of our computer systems. for the purposes of managing our organisation.

We only share the minimum amount of information necessary for the purposes above.

We do not transfer personal information with respect to St Francis Family Centre outside of the United Kingdom.

How long we keep personal information

We store personal information in accordance with our retention policy. Generally, we hold personal information about the children for a period of seven years after they leave the St Francis Family Centre, unless it is necessary to keep this information for longer, for example, because we believe that there is a risk of harm to them or someone else or there is the possibility of legal proceedings.

How we protect personal information

We make sure that both electronic and hard copy personal information is stored securely. When we do need to share their information for any of the reasons above, this is done securely.

Individual information rights

Individuals have the right to:

- **Request access to your personal information.** You can request a copy of your personal information that we hold and information about how we use your information.
- **Request correction of the personal information** that we hold about you.
- **Request deletion of your personal information** where there is no good reason for us continuing to use it.
- **Object to processing of personal information** where you feel the impact upon your rights outweighs our interests in using this information.
- **Request restriction of processing of your personal information.** You can ask us to stop using your information for specific reasons.

Where we hold and use information about children, all these rights belong to the children rather than their parents or carers. In certain circumstances, parents or carers may be able to exercise these rights on their behalf. This will depend upon the age of the child and their understanding of the issues involved.

These rights are limited and subject to various legal exceptions. If any of the requests above are made, we would explain in our response if we relied upon any of these exceptions.

Your child has the right to make a complaint at any time to the Information Commissioner's Office (ICO) if you are concerned about the way in which we use their information. Full details can be found on the ICO's website www.ico.org.uk. If you have any concerns, we would be grateful for a chance to deal with these before you approach the ICO.

Changes to this privacy notice

We keep this privacy notice under regular review. This privacy notice was last updated in November 2019.