



## Privacy Notice

**In line with the new General Data Protection Regulations (GDPR) which comes into force on the 25<sup>th</sup> May, we have updated our privacy notice for transparency with regards to the data we collect, why we collect it, how we use it and how long we retain it for.**

### **What data does Sprouts Childcare collect?**

#### **Child**

- Name/address/date of birth
- Allergies/dietary requirements
- Medical conditions
- Doctor's name and number

#### **Parent/Carer/Emergency contacts**

- Name/address
- Email address/phone number
- Relationship to the child

### **Why does Sprouts Childcare collect this data?**

- In order to comply with legal requirements
- To safeguard children
- To communicate with customers (via email/text)
- To run the business effectively

### **Who does Sprouts Childcare share data with?**

Data is treated with the strictest of confidence. Sprouts Childcare may share information with the school, emergency services or any children's services in the best interests of the child (in line with policies and procedures). Once families have signed up to the service via Kids Club HQ, the information is passed to Sprouts Childcare in order to fulfil legal requirements. Please see Kids Club HQ Privacy Notice/Terms and conditions at;

<https://www.kidsclubhq.co.uk/privacy-policy/>

<https://www.kidsclubhq.co.uk/terms/>

### **How long is date retained for?**

Data is retained for as long as deemed necessary. Some date has to be legally retained for a certain period of time or until the child reaches a certain age. This will be retained on paper only and locked away securely.

### **Right to OPT OUT**

As a customer of Sprouts Childcare, you have the right to OPT OUT at any time. Once you have communicated this with us, we will remove all personal data from the system. Data which we have a legal commitment to keep longer will be printed and stored securely off line. In requesting to 'OPT OUT', any contract with Sprouts Childcare will be terminated immediately in line with legal requirements.