

Data Privacy Notice for Hopton School house



At Hopton School House, we collect and use personal information about children and their families so that we can provide safe, effective care and early education and meet our legal and contractual responsibilities.

We process personal information in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

We only collect information when we have a lawful reason to do so and only use it for the purposes for which it was collected. We take appropriate steps to keep your information accurate, secure and confidential.

What information do we collect?

When your child joins Hopton School House, we may collect information such as:

- Child and parent/carer names and contact details
- Emergency contact information
- Medical and health information
- Attendance and registration information
- Information relating to your child's learning and development
- Safeguarding and welfare information where necessary
- Funding and financial information
- Photographs and observations, where appropriate permissions have been given

Information relating to children may include special category data, which we handle with additional care and security.

Why do we use your information?

We use personal information to:

- Keep your child safe and support their health and wellbeing
- Provide appropriate care, learning and development opportunities
- Monitor and record your child's progress
- Meet our safeguarding and legal responsibilities
- Manage attendance, funding and payments
- Communicate with parents and carers
- Meet our responsibilities to Ofsted, the local authority and other relevant organisations where legally required

We will not share your personal information unless there is a lawful reason to do so, including where we have a legal or safeguarding obligation.

How do we keep your information safe?

Information may be stored securely in:

- Password-protected computers and devices
- Locked filing cabinets
- Secure online systems, such as **Tapestry**, where applicable
- Secure email and other approved digital systems
- Paper records held securely within the setting

We only keep information for as long as necessary and in accordance with our **Data Retention and Destruction Policy** and legal requirements.

What is our lawful basis for using your information?

Depending on the information and purpose, we may process your data because it is necessary to:

- Fulfil our contract with you
- Comply with a legal obligation
- Protect the vital interests of a child or individual
- Carry out a task in the public interest
- Pursue a legitimate interest
- Obtain your consent, where consent is required

Your Data Protection Rights

Under data protection law, you may have the right to:

- Ask what personal information we hold about you
- Request a copy of your information
- Ask us to correct inaccurate information
- Request deletion of information where legally appropriate
- Request restriction of processing in certain circumstances
- Request transfer of your information where applicable
- Withdraw consent where processing is based on consent

Some rights may be subject to legal exemptions or other requirements.

Who can you contact?

If you have any questions about how we use your personal information, would like to exercise your data protection rights, or have a concern about how your information has been handled, please contact:

Hopton School House

Email: Mailhoptonschoolhouse@yahoo.co.uk

Telephone: 01453 542489

You can also contact the **Information Commissioner's Office (ICO)** if you have concerns about the way your personal data has been handled.

Hopton School House is committed to protecting the privacy, security and confidentiality of children and families' personal information.

