

Dynamic Ducks Ltd

Privacy Notice



At Dynamic Ducks Ltd we respect the privacy of the children attending Dynamic Ducks and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide is kept secure. Data that is no longer required* is erased after your child has ceased attending Dynamic Ducks.

We will use the contact details you give us to contact you via phone and email, so that we can send you information about your child, Dynamic Ducks and other relevant news, and also so that we can communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- have a safeguarding concern about your child
- are required to by government bodies or law enforcement agencies
- engage a supplier to process data on our behalf (eg to take online bookings, or to issue invoices)
- have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- we will not be able to continue to care for your child if we do not have sufficient information about them
- even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time* so can't delete everything immediately.

Dynamic Ducks Ltd already have permissions as indicated by you for photographs of your children. Please note that consent for these photographs can be withdrawn by you at any point.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

Please sign and date below to confirm that you have read this Privacy Notice and that you give your permission for us to contact you regarding relevant matters.

Signed: _____ Date: _____

Name: _____

** We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.*

This policy was adopted by: Dynamic Ducks Ltd	Date: April 2024
To be reviewed: April 2025	Signed: E Wilkinson- Duck

Commented [NE1]: An overall question, is this a notice which is signed by parents? And a signed version is kept on file from every parent?

If not, it may be easier to have it as a 'notice' and on your registration documents you signpost parents to review the notice on the website.