



We Run on Fun!

KEEP IN TOUCH

We would like to contact you through the details provide on your Application Form/ Child Details Form to discuss:-

- Requirements of your Child;
- Any Holiday requirements;
- Any Changes to your Terms;
- Requesting Feedback;
- Financials and your account;
- Updating you on projects, competitions and News.

CONSENT

We require your consent to allow us to process your data for the above. You may change or withdraw at any point by emailing us at

bearsdenafterschoolcare@gmail.com

OUR POLICIES

All of our Policies including our full Privacy Policy are saved in our system and can be emailed to you at your request. We will respond to such request within 2 weeks.

Our Policies are continually updated and updates can be requested by email or through the website.

BBASC - We run on fun!

Bearsden Before & After School Care ("BBASC")

Bearsden Ski Club

Stockiemuir Road

Bearsden G61 3RS

Phone: 07867 455061

Email: bearsdenafterschoolcare@gmail.com

Website:

www.bearsdenafterschoolcare.co.uk

Bearsden Before & After School Care (BBASC)

Phone: 07867 455061

Manager: Alison Menzies

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PRIVACY NOTICE

GDPR

General Protection Regulation (2018)

**Service Provider : ScotNursing Limited
(SC380729 Suite 4/1, Merchants House, 30
George Square, Glasgow, G2 1EG 0141 255 1222**

INTRODUCTION

BBASC provides before and after school care for the Children attending Mosshead Primary School.

We provide a safe and caring environment and comply with all current regulation and legislation including guidance by Scottish Social Services Commission (SSSC), HMRC, Scottish Out of School Care Network and we are regulated by The Care Inspectorate Scotland.

It is therefore necessary for BBASC to collect and record some personal data about individuals in our care and employment including some data on parents/guardians/ carers, where necessary.

This enables us to fulfill our legal, contractual and financial duties and provides our legitimate reason to process and record data.

GDPR MEANS THAT WE MUST:

- Manage and process personal data correctly;
- All data will be reviewed every six months;
- Protect the individual's right to privacy;&
- Allow an individual access to the personal information held on them.

BBASC is committed to a policy of protecting the rights and freedoms of every individual with respect to processing their data and this leaflet briefly outlines what information that we hold and how we maintain your privacy.

COLLECTING PERSONAL DATA

We collect and record your personal data through Parent Enquiry Forms, Application/Registration & Permission Forms, Email Enquiries, and paper file updates, photographic and video recordings (for which specific permission is always sought).

All registration and permissions details are stored in paper files in locked filing cabinets and on a computer system in password protected devices.

WHAT PERSONAL DATA WE HOLD

BBASC hold and process records of all children registered with us including, names, addresses, date of birth, contact details for parents/guardians medical conditions and allergies and how to best care for the individual child whilst in our care. Parent/Guardian/Carer information includes names, addresses, phone numbers, work details, email addresses and bank details. We also hold details of payment methods, days of attendance, invoices and we hold Children's Care Plans which include wellbeing journals and information on additional and specific needs.

This us all held and processed in line with Care Inspectorate Guidelines in order to provide the best care for the children and the best service to you.

WHO HAS ACCESS TO DATA

Only key personal have access to personal data. We may, by individual consent, ask for permission to share records or information for children or families who require additional support, if we require to seek advice or guidance.

WHAT WE USE YOUR PERSONAL DATA FOR

We use this personal data to :-

- ★ Comply with the law;
- ★ To meet the guidelines set out by our Regulators, The Care Inspectorate, SSSC & HMRC;
- ★ To ensure that we are providing the best possible care to the children; and
- ★ To further improve the services that we provide.

We display the children's work and activities on our Website, our Newsletters and our Notice Board.

We do not share information with Third Parties unless we believe that there is evidence of harm or the intent to harm children or vulnerable adults under our protection, policies and regulations.

DATA COMPLIANCE & YOUR RIGHTS

Our Data Protection Officer is **Alison Menzies**, who is located at Bearsden Ski Club during BBASC hours.

You have the right to access, request to change, update or delete the personal data that we hold, however, if you request data to be deleted which we are required to keep by law, we will no longer be able to provide a service to you.

CHILDRENS RIGHTS

BBASC shall ensure that our children have access to their personal data however where they are too young to provide informed consent, the consent of their parent/guardian/carer will be sought.

