



Cambo Wraparound

Cambo First School
Cambo
Morpeth
Northumberland
NE61 4BE
Tel No. 07887 409641

PRIVACY NOTICE – GENERAL DATA PROTECTION REGULATION - 25 MAY 2018

We, Cambo Wraparound are a data controller for the purposes of the Data Protection Act. We collect and use children's information under the Education Act 1996/ Data Protection Act 1998 and EU General Data Protection Regulation (GDPR) Article 6, and Article 9 -from 25 May 2018.

We hold this personal data and use it to:

- Support development and learning;
- Monitor and report on progress;
- To assess the quality of our services,
- Assess how well our service is doing, and
- To comply with the law regarding data sharing.

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law requires Pre-school to share your data. Where Wraparound outsources data to a third-party processor, the same data protection standards that Cambo Wraparound upholds are imposed on the processor.

Our Wraparound service determines the purposes for which, and the manner in which, any personal data relating to the children we look after and their families is to be processed. Johanne Hodgson acts as a representative for the Wraparound service with regard to its data controller responsibilities; she can be contacted on [07887409641](tel:07887409641) or by email for the attention of Johanne to cambowraparound@hotmail.co.uk

Mrs Linda Thompson is the data protection officer, [DPO]. Her role is to oversee and monitor the Wraparound's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 01670774210 or by email for the attention of Linda to cambowraparound@hotmail.co.uk

THE CATEGORIES OF INFORMATION THAT WE COLLECT, HOLD AND SHARE INCLUDE:

- Personal Information [such as name, address, unique child numbers and telephone numbers
- Characteristics [such as ethnicity, language, SEND information, medical information, nationality, country of birth and funding eligibility.
- Attendance information [such as sessions attended, number of absences and absence reasons, behavioural information]
- Assessment information [such as Settling in Stories, Progress Reviews etc]
- Relevant medical information.



- Information relating to Special Educational Needs and Disabilities [SEND]
- Photographs - these will be used to aid our records management, Tapestry entries

We will not give information about you to anyone outside the Wraparound service without your consent unless the law and our rules allow us to.

COLLECTING CHILDREN'S INFORMATION

Whilst the majority of the personal data you provide to our Wraparound service is mandatory, some is provided on a voluntary basis. When collecting data, Cambo Wraparound will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, we will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

STORING CHILDREN'S DATA

Personal data relating to children using Cambo Wraparound Care and their families is stored securely. Information is kept in a manual file, or electronically. Our staff may also use a computer to type reports, or letters. Where this is the case, the typed document is deleted from the PC and only the hard copy kept.

Where it is helpful to keep an electronic copy, we download it onto a disc, labelled with the child's name and kept securely in the child's file. [No documents are kept on the hard drive. This is because the settings' PC's do not have facilities for confidential user folders.]

In accordance with the GDPR, Cambo Wraparound does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

WHO DO WE SHARE CHILDREN'S INFORMATION WITH?

We do not share information about the children in our care with anyone without consent unless the law and our policies allow us to do so.

We are required to share information about the children in our care with our local authority (LA).

Local Authority – social services

In order to comply with our statutory safeguarding duties we are required, by law, to pass certain information about the children in our care to local authorities. Information will only be shared where it is fair and lawful to do so.

If you want to see a copy of information about you that the LA holds, please contact the Data Protection Officer: northumberland.gov.uk

Police, Fire and Rescue Service, Ambulance Service and other emergency or enforcement agencies

In order to comply with our duty of care to the children in our care, our statutory safeguarding duties and our obligations in respect of the prevention and detection of crime, we may also share

personal data with other statutory and partnership agencies.

We routinely share children's information with:

- Transition Pre-schools and schools which children attend after leaving Cambo Wraparound.
- Health Visitor, Speech and Language Services, Special Educational Needs Services, when and where appropriate.

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact [Johanne Hodgson, Wraparound Manager](#) in the first instance

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you require more information about how the Local Authority (LA) store and use your information, then please go to the following website:

<http://www.northumberland.gov.uk>

CONTACT:

If you would like to discuss anything in this privacy notice, please contact:

[Johanne Hodgson, Wraparound Manager](#)
Tel: 07887409641
cambowarparound@hotmail.co.uk

[Linda Thompson, Wraparound Director & Chair](#)
Tel: 07887409641
cambowarparound@hotmail.co.uk

PRIVACY NOTICE - DATA PROTECTION ACT 1998/25 MAY 2018

DECLARATION

I, _____ declare that I understand:

- Cambo Wraparound has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Cambo Wraparound may share my data with the LA and possibly the DfE.
- Cambo Wraparound will not share my data to any other third parties without my consent, unless the law requires the them to do so.
- Cambo Wraparound will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with Cambo Wraparound's GDPR Data Protection Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Name: _____

Signature: _____

Date: _____