

PRIVACY, FAIR PROCESSING AND COOKIES POLICY (MARCH 2024)

This is our Privacy Policy. We are a controller of personal information. This policy tells you how we do the following things with your personal information:

- Collection
- Use
- Store
- Share

This policy also tells you what your rights are - and how to exercise your rights

Policy statement

We always intend to respect the privacy of everyone we work with - our community of children, parents and carers, suppliers and staff - and we want to be clear about what we do with your information, how long we keep it, and the circumstances in which we could share it with someone else. We want to have a positive relationship with everyone in our community and this means that we also want you to know your rights about your Information. It is our intention that we fully comply with all applicable laws and best practice guidelines, including Data Protection Laws, which includes the *General Data Protection Regulation 2018*.

Introduction

This policy applies to you if you are:

- **A parent or carer:** a private individual who is parent or carer of a child who uses our setting or prospective;
- **A child:** a private individual younger than 16 years of age who we hold information about with the permission of their parent or carer with parental responsibility for them
- **A board member or trustee:** an individual who volunteers to be a member of our governing board and is formally appointed as a director or officer of the company or because they support the board's work as a board advisor but are not formally appointed as a director.
- **A contact:** a contact for us at a private sector, public sector or third sector client or parent or carer who might use our services in the future.

- **A related individual:** an individual whose details we hold because been given them in the course of providing services, normally because you are involved in some way. This might be details of an emergency contact, a future potential supplier for example.
- **An associate:** someone we work with who may be a third party intermediary or business associate, this might be someone who works a that the local authority, a school or someone who we work with to arrange outings for example.
- **A supplier:** an independent supplier who provides services for us, as a business
- **A prospective employee or volunteer:** a job applicant/prospective employee, or a work placement or work experience student
- **An interested person:** an individual who is not covered by the other categories but is interested in our services, updates or events and who may receive updates or attend events, or who makes an enquiry. This might include members of the local community for example who is interested in what we are doing. This might also include donors and other supporter who participate in out fundraising activities.
- **A relative of a member of our staff:** a close family member or next of kin of a member of our staff, or
- **A website visitor:** a visitor to our website who isn't in any of the categories above.

In this Policy we use expressions to mean specific things:

"personal information" means personal data as defined in UK data protection law. In general, it means any information relating to you, which identifies you or allows you to be identified. That may be your name, an ID number, location, an online identifier or factors specific to you (e.g. physical, physiology (thoughts, feelings), genetic, mental, economic, cultural or social factors).

"sensitive" means personal information we mean two things: 1. what's technically known as "special categories" (personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data, biometric data for the purpose of uniquely identifying an individual, data concerning health or data concerning an individual's sex life or sexual orientation) and 2. criminal data (criminal offences or related security measures, including the alleged commission of offences, proceedings for an offence committed or alleged to have been committed or the disposal of those proceedings, including sentencing).

Key information

Here are important details about us and our use of your personal information.

a. Our identity:

We are Riding Mill Pre-school Limited. Our company number 05709181 and our Registered office address is: C/O Broomhaugh C of E First School, Church Lane, Riding Mill, United Kingdom, NE44 6DR

"Riding Mill Outdoor Preschool" is our trading name.

We are an Ofsted registered childcare provider and our Ofsted Registration Number is: EY560328

We are a registered Charity and our Charity Commission registration number is 1114179

Email: chair@rmop.co.uk , admin@rmop.co.uk or leader@rmop.co.uk

b. Our contact details

We do not have a data protection officer because data protection and privacy is so important to us that the Chair of our Board deals with these things personally. For queries, comments or complaints, please contact us at the contact details above or to contact the Chair personally please email: chair@rmop.co.uk

We are entered in the Information Commissioner's register of data controllers with registration number. Z2955032

c. Purposes and legal basis for using your personal information

The table below sets out the purposes that we intend to use your personal information (first column). It also sets out the legal basis for that use (second Column) and if the information is Sensitive (see definition above) then we need a special additional reason to use it and this is detailed in the third column.

This is what the words mean in the second column of the table:

"Consent": means you have given your consent to us using your information for one or more specific purposes. (You can change your mind at any time and we tell you more about this below).

"Contract": means that we hold or use the information in relation to entering into a contract with you or performing a contract with you

"Legal obligation": means that we're required by law to do this

"Vital interests": means to protect your own or another individual's vital interests (e.g. life or death situation)

"Public task": means something we're required to do because it's a duty of ours as a public body; or it's required in the public interest

"Legitimate interests": means we've identified this as a legitimate interest of ours or a third party; we consider that use of your personal information is necessary to achieve that legitimate interest; in deciding this we've balanced all that against your interests, rights and freedoms.

This is what the words mean in the third column (sensitive information):

"Explicit consent": means your explicit consent to one or more specific purposes

"Legal claims": means to establish, exercise or defend a legal claim or legal action

"Prevention/detection of unlawful acts": this is where we must use personal information without consent so as not to prejudice preventing or detecting unlawful acts. We will use and release information for example in relation to child protection concerns to inform child protection authorities or the police.

"Regulatory requirements relating to unlawful acts and dishonesty, etc.": this is where we must use personal information without consent to comply with (or help someone else comply with) a regulatory requirement that involves establishing if someone has committed an unlawful act or is dishonest etc. this may also relate to child protection in accordance with our policies for example.

"Public domain": means when you have deliberately put your sensitive personal information into the public domain

"Vital interests": that's the same as in the second column except it has to be where the individual is incapable (physically or legally) of giving consent, for example due to their age or ability.

You can find more details about what these expressions mean on the ICO website at

<https://ico.org.uk>

Our purposes	Legal basis (all personal information)	Additional legal basis (sensitive personal information)
To enable us to provide our services including keeping our staff, visitors and children safe	<ul style="list-style-type: none">▪ Consent▪ Contract▪ Legal obligation▪ Vital Interests▪ Legitimate interests	<ul style="list-style-type: none">▪ Explicit consent▪ Public domain▪ Legal claims▪ Prevention/detection of unlawful acts▪ Vital Interests▪ Regulatory requirements relating to unlawful acts and dishonesty etc.

		<ul style="list-style-type: none"> ▪ Suspicion of terrorist financing or money laundering ▪ Public interest
To maintain our accounts and records	<ul style="list-style-type: none"> ▪ Contract ▪ Legal obligation ▪ Legitimate interests 	<ul style="list-style-type: none"> ▪ Legal claims ▪ Prevention/detection of unlawful acts ▪ Regulatory requirements relating to unlawful acts and dishonesty etc. ▪ Suspicion of terrorist financing or money laundering
To maintain learning and development records for the Children using our setting	<ul style="list-style-type: none"> ▪ Consent ▪ Contract ▪ Legal obligation ▪ Vital Interests ▪ Legitimate interests 	<ul style="list-style-type: none"> ▪ Explicit consent ▪ Public domain ▪ Legal claims ▪ Prevention/detection of unlawful acts ▪ Public interest
To promote and advertise our services and setting	<ul style="list-style-type: none"> ▪ Consent ▪ Legitimate interests 	<ul style="list-style-type: none"> ▪ Explicit consent ▪ Public domain
To support and manage and train our prospective employees and volunteers (where appropriate)	<ul style="list-style-type: none"> ▪ Consent ▪ Contract ▪ Legal obligation ▪ Vital interests ▪ Legitimate interests 	<ul style="list-style-type: none"> ▪ Explicit consent ▪ Employment, social security and social protection law ▪ Vital interests ▪ Public domain ▪ Legal claims ▪ Health or social care ▪ Equal opportunities ▪ Prevention/detection of unlawful acts Regulatory requirements relating to unlawful acts and dishonesty etc.
To analyse data and produce reports for business planning and management	<ul style="list-style-type: none"> ▪ Legitimate interests 	<ul style="list-style-type: none"> ▪ N/A

d. . Legitimate interests

These are our legitimate interests:

- To operate and improve our services and care, which includes providing data to produce reports for business planning and management.
- To demonstrate that we providing services at the standard required by the regulators and maintaining correct and appropriate governance (e.g. Ofsted, Charity Commission,

Companies House, Northumberland County Council, etc.). This will include maintaining records, providing data and producing reports and returns.

- Relationship management; this may include keeping your details on our communications database, marketing and leads/prospects database, our members' register and other customer and childcare activities and keeping accounts and records
- Supplier and contactor relationship management; this will mainly be limited to keeping accounts, records and contact information but we also use it where appropriate to improve services to our clients; this may include information about supplier and contractor performance in providing services to us; note that we have suppliers who process personal information on our behalf, such as our IT service providers
- Direct marketing and promoting our services; examples include:
 - Keeping you informed of updates and events that we feel may be of interest to you based on the information you have given us when signing up for a newsletter;
 - Obtaining contact details from publicly available sources such as Companies House
 - Obtaining website statistics from Google Analytics.
- Network and information security; for example, we use a range of tools to secure and protect our website, computers, computer network and systems.
- Reporting possible criminal acts/threats (including child protection concerns) to competent authorities, child welfare agencies and enforcement agencies including the Police, where applicable.

e. **Personal information collected indirectly - categories**

We collect the following categories of personal information indirectly (e.g. from third parties):

- **Donor and fundraiser information:** on individuals who donate money to us or raise money for us through websites such Give as you Live (www.giveasyoulive.com).
- **Identity and DBS checks:** on potential employees, board members and trustees and volunteers before they are allowed access to our setting.
- **A wide range of personal information:** which may include sensitive personal information, from customers, suppliers or third parties (e.g. other parents and carers, the council and other regulators or suppliers);

- **Contact details and job-related information:** from publicly available sources to keep our marketing database up to date, including Companies House and business websites, or to contact someone else involved in a matter or check a supplier before engaging them.
- **Relationship and contact details:** from a member of our staff or a parent/ carer, if they list you as next of kin or give us your details for the purpose of emergency contacts
- **Direct messages and other interactions:** from the social media platforms we use (e.g. Facebook).

f. . **Recipients** (recipients or categories of recipients of the personal information)

We may share your personal information (or information about your child or their learning and personal development) with:

- **Funders:** We are required to share certain information in relation with the HM Government or Northumberland County Council to any claim for Early Years Funding and to verify those claims. We may also have to share relevant information (such as attendance records) with a third party funder (for example a grandparent, etc.) if they are funding the place rather than you are funding the place yourself
- **Another childcare provider or school** You may be splitting your childcare requirements with another provider or you may have to leave us when your child goes to school or if you choose use a different provider. In these circumstances and we may share information with the other childcare provider or school to co-ordinate funding and records of your child's development or safety.
- **Regulators and inspectors:** such as Ofsted, Charity Commission, Companies House, Northumberland County Council and other child welfare agencies.
- **Doctor, healthcare professional or the NHS:** in relation to medical care required for your or your child. This will usually be with your express consent except in the case of urgent medical treatment, in accordance with our policies.

Most of the above are required to respect and preserve the confidentiality of personal information. This is often in accordance with specific legal requirements or a professional code of practice.

We will not otherwise disclose your personal information to any third party unless required or permitted to do so by law.

g. Transfers outside of the European Economic Area (EU member states, Norway, Iceland and Liechtenstein).

We do not knowingly transfer personal information to third countries or international organisations.

h. Storage periods

The following table sets out the period for which the personal information will be stored, or if that is not possible, the criteria used by us to determine that period

Type of Information	Period
Job applicants and prospective employees, volunteers, etc: If you apply to for a job, placement or volunteer opportunity but do not join us, we may hold your personal information for up to 18 months.	18 months
Employees and volunteers: We employ you or if you volunteer with us we will hold your personal information for job, placement or volunteer opportunity we will hold most information for 6 years unless we are required by law to hold it for longer	6 Years
Relatives of employees or volunteers: If we hold your details as next of kin or in connection with benefits provided to members of staff, we may hold your personal information for the duration of employment or (if in connection with benefits) as long as the benefit is applicable to the employee, partner or consultant	During employment
Suppliers: We may hold contact data, transaction details and feedback on our suppliers for up to 7 years after the end of the business relationship, for tax purposes.	7 Years
Parent, Carer, board member or trustee, associate, contact or interested person We will hold your personal information in our contacts, prospects and marketing database until you ask or are asked to be removed from it.	Until removal request
Website visitors: The cookies placed on your device will be readable by our site until they expire or you clear them or dispose of your device. Please see our section 4.	

i. Individual rights

You have rights to make a request to us:

- for access to your personal information
- for rectification or erasure of your personal information
- for restriction of processing concerning you
- to object to our processing which is based on legitimate interests
- to object to direct marketing
- to port (transfer) personal information you have provided to us, either to you or

These rights are more complicated than the simple summary above. To find out more about them, please visit the Information Commissioner's website at <https://ico.org.uk>

To exercise your rights, please contact us.

j. . Withdrawal of consent

You have a right to withdraw any consent (including explicit consent) you give us at any time. This will not affect the legality of our proper use before you withdrew consent.

You can unsubscribe from email updates at any time by by emailing us at: leader@rmop.co.uk

To withdraw consent to cookies, please adjust your browser settings on your computer

To exercise your right to withdraw, please contact us. Our contact details are above

It would be very helpful if you could please make it clear you want to exercise this right, for example by putting "withdrawal of consent" in the subject line of the email.

k. Complaints

You have the right to lodge a complaint with the Information Commissioner's Office if you think we have not behaved properly in relation to your information

The Information Commissioner's contact details are:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745 (national rate).

Website: <https://ico.org.uk> which sets out email addresses and an email form.

l. Information collected directly - legal or contract requirement

Whether the provision of personal information is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether the individual is obliged to provide the personal information and of the possible consequences of failure to provide that information

Legal requirement

If you are a parent or carer whose child uses our setting or an associate we may be required to hold or send information by law. For Associates we may have your contact details in relation to

reporting requirements or for regulatory compliance purposes in relation to the legal obligations relating to our regulatory obligations.

Contract requirements

If you're a parent or carer whose child uses our setting, a contact, a supplier, a prospective employee or interested person, we'll normally need your personal details (name and contact details) to provide services, receive goods and services, process your application or respond to your enquiry. For suppliers and prospective employees, we may also need your financial details (e.g. bank details and VAT number where applicable) so we can pay you. For Associates we may have your contact details in relation to reporting requirements or processing or making claims for early ears funding, as part of our contract with you or for regulatory compliance purposes

m. Sources of personal information collected indirectly

The source of the personal information and if applicable, whether it came from publicly accessible sources

The sources of the personal information we collect indirectly are listed below.

- Parents/carers and their children We may be given your details by a parent/carers, so that the parent/carers can use our childcare services for their child.
- Board Members and Trustees provide their information as part of the process of obtaining EYFS and DPS clearances as well as registration with Companies House and the Charity Commission.
- Other groups of individuals We may obtain information about you from our staff, Board member and Trustee or an associate, supplier - for example as a recommendation to provide services or to support our work.
- By law. We may be supplied with information about you by a regulator or because another person or organisation is required by law to provide the information to us.
- Public domain. We use a range of publicly available sources to keep our marketing database up to date, including Companies House, business websites and other online sources.
- Communities and groups. Our people network with a wide range of other people from general or childcare communities and groups, including networking events, panels, groups, training and conferences, etc. Someone we meet gives us your details as a person we may want to contact for legitimate business reasons.
- Referees. We may receive a reference or other information for prospective employees and also for suppliers.

- Google Analytics may provide us with statistics about the footfall to our site. If you've been on our site, unless you've completed a form we won't know who you are from the statistics. Please see Google's privacy site and privacy policy for further details.
- Social media platforms provide us with direct messages and other data about interaction with individuals

n. **Automated decision-making**

We are required to tell you if we any automated decision making in relation to personal data. We do not use any automated decision making.

Your rights

Important information about your rights in relation to consent and to object to our use of your personal information

Your rights in relation to consent:

YOU CAN WITHDRAW YOUR CONSENT (or explicit consent) to us using or transferring your personal information or sensitive personal information AT ANY TIME. This is how we could rely on your consent:

- To send you direct marketing by email, if you are an "individual subscriber" (a term defined in ePrivacy law which includes consumers and unincorporated entities, e.g. sole traders and partnerships) such as a parent/carer or perhaps an interested person
- For some marketing-related purposes: for example if you are a contact or a parent/carer, we may ask you for consent to act as a referee for us, or to feature in a press release or to provide a quote for publicity material.
- To use your sensitive personal information, if you tell us about your (or your child's) disability or health condition so we make reasonable adjustments or accommodate you or your child and we don't have another legal basis for that use
- To use your sensitive personal information when we're providing childcare services, and we don't have another legal basis for that use
- To set and read cookies when you browse our site; we will rely on your browser settings to indicate your consent to the use of cookies on our website. To withdraw your consent, please adjust your browser settings. To withdraw your consent (other than for cookies), please contact us. See section (a) in Key information above for our contact details.

Your right to object:

YOU MAY OBJECT to our direct marketing and to our use of your personal information which is based on our own or others' legitimate interests. AT ANY TIME Here's how we may use direct marketing and rely on our use being legitimate:

- To send you direct marketing by email, if you work for a "corporate subscriber" (a term defined in ePrivacy law which includes companies and public sector bodies) and are a client contact or intermediary
- To promote our preschool
- To operate and improve our business
- For parent/carer relationship management
- For supplier relationship management
- To share learning and development information with the regulator (associates)
- To report possible criminal acts/threats to competent authorities
- To further our client's legitimate interests.

You may object to our use on that basis. To exercise your right, please contact us.

Our website

The information we collect

We collect certain basic information about you when you visit our website. This section of our policy tells you about the information we collect:

- by means of 'cookies' when you use our website
- by use of 'web beacons' embedded in our emails, and
- in the form of 'traffic data'.

We may amend our notice to reflect changes to our business, website, data protection law or other legislation. We therefore ask you revisit this notice on a regular basis to ensure you are familiar with its terms.

Cookies

Our website uses cookies. Cookies are small text files that are stored on your computer's hard drive by websites you visit to enable the website to 'remember' who you are. In general, cookies are only visible to the website that serves them, not to other websites. 'Serves' means places on your computer's hard drive.

We use the cookies on this website to 'remember' information so that it can be passed from page to page and to collect website statistics. For example, in the [Events](#) section, the information you put into the booking form on any page is stored on the webserver, and a cookie is used to point to that information. When you click 'next' to go to the next page of the form, our website reads the cookie which points back to the stored information so that it can be accessed by our website.

How to adjust your browser settings

You can give or withdraw consent to cookies by adjusting the settings on your browser.

For more information about cookies, please see the ICO website <https://ico.org.uk/for-the-public/online/cookies>