

EAST STREET
EARLY YEARS

✉ East Street Early Years , East Street Centre, Calder Close, Banbury ♦ OX16 3WR
☎ 01295 257100

Ofsted Registered No: 133600 ♦ Registered Charity No: 1087801

Privacy Notice

About this document

This privacy policy sets out the way we process your personal data and we've created this privacy policy to make sure you are aware of how we use your data. We may update this at any time and may also notify you in other ways from time to time about the way we use your personal information.

The types of information we collect

We may collect the following types of personal information about you:

- ◆ Contact information, including full names, dates of birth, any contact details postal addresses, email addresses and telephone numbers.
- ◆ Any/all medical information about your child
- ◆ Records of communications and interactions we have had with you
- ◆ Financial information, including bank account details, debit card details, and credit card details
- ◆ Information relevant to our provision of technical support to you, including details regarding your computer hardware and software

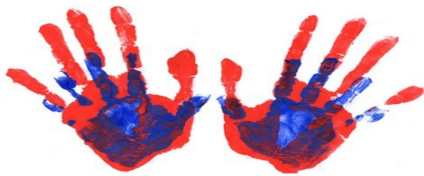
How will the information be kept secure?

In order to ensure that your information is used appropriately and that your privacy is respected, your personal information will be held and used in compliance with the requirements of all applicable legislation. Meaning that:

- ◆ East Street Early Years will take steps to ensure that your information is kept as safe as possible, and that it is always accurate and up to date;
- ◆ Only those staff who need to do so will access your personal information;

Who will we share your information with?

We may need to share your information with other organisations by law, the information we share will be with the following organisations:



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- ♦ Educational establishments, such as schools and Early Years settings.
- ♦ Other health and social care professionals and organisations (eg NHS organisations)
- ♦ Local and central government bodies, such as city/district councils in the county
- ♦ Law enforcement agencies such as police, fire and rescue services
- ♦ Regulatory authorities, such as local government ombudsman
- ♦ Tapestry and Social Media such as Facebook, Website etc.

Your rights

Under certain circumstances, by law you have the right to:

- ♦ Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it
- ♦ Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected
- ♦ Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us to continue processing it.
- ♦ Request the transfer of your personal data to yourself or another party in a safe and secure way, without affecting its usability, for example in a format that is structured, commonly used, and machine-readable
- ♦ To restrict the processing of your information in certain circumstances in accordance with applicable law
- ♦ To be told if your personal information is lost and if as a result, your privacy and rights may be at risk.

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact:

Management Team
East Street Early years
Calder close
Banbury
Oxon
Ox163WR

Email: jemma.kerby@grimsburyfamilyassociation.org.uk
Telephone: 01295 257100



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If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website:

<https://ico.org.uk/>