



ROCKS AND PEBBLES LTD



Rocks and Pebbles Privacy Policy

Date: February 2020

Review Date: February 2021

Rocks and Pebbles Ltd is the trading name of Rocks and Pebbles. Limited registered in England and Wales.

Registration No: 6415435

Director: Kate Asaf

Privacy Policy

This Privacy Policy sets out how we use and protect any information we collect as a company. Rocks and Pebbles ensures that any information we have that you can be identified by is collected, stored and processed in accordance with this privacy policy.

This policy will be reviewed regularly to ensure we are up to date with legislation and guidelines.

Information we collect that is provided to us:

Children:

- Registration form-we ask for, name, DOB, parents information (including address and contact details), the details of someone we could contact in the event of an emergency and details of the child GP.
- Medical form-we ask for all details of child's medical or dietary needs. If there are medical needs we will request more information and this will be stored in the same way, e.g, care plan.
- Email form-parents email address.

What will this information be used for?

All the information above will be used by staff at clubs to ensure your child receives appropriate care while at Rocks and Pebbles and to ensure our staff are trained where necessary, e.g. epipen training.

Staff:

- Staff Form-we ask for, name, address, DOB, information necessary for payroll (this information is passed on to our accountant)
- Staff medical form-we ask for details of any medical conditions and medication
- Suitability and disqualification form-to confirm that you are suitable to work within a childcare setting.
- Forms of ID-this is required for a DBS check (we input information from your ID required to complete the DBS check)

Rocks and pebbles will only pass on personal information as stated in this policy or in the following situations:

- if requested by the police and certain other statutory bodies (eg HMRC).
- we have a legal duty to pass on information to the appropriate authorities if we believe that a child has been abused or is at risk of abuse.

This policy was adopted by: Rocks and Pebbles	Date: February 2020
To be reviewed: February 2021	Signed:

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