



## Aspired Futures Ltd

Kensington Foundation Resource Centre  
The Lodge, 216 Whitegate Drive, Blackpool, FY3 9JL  
Telephone: 01253 769755  
Website: [www.aspired-futures.com](http://www.aspired-futures.com)  
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### Children and Young People's Privacy Policy

We take your privacy seriously, and in accordance with the General Data Protection Regulation, we will commit to the following:

We will be asking you for personal data about you and your child/ren in order to deliver a childcare service to you. We must have a legal basis for collecting this data, and there are six lawful bases:

**(a) Consent:**

The individual has given clear consent for you to process their personal data for a specific purpose.

**(b) Contract:**

The processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

**(c) Legal obligation:**

The processing is necessary for you to comply with the law (not including contractual obligations).

**(d) Vital interests:**

The processing is necessary to protect someone's life.

**(e) Public task:**

The processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

**(f) Legitimate interests:**

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The processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

We will be processing your data under the following bases:

Where we require consent, we will provide a way for you to positively make a decision about the information that you make available and how this is shared.

This information will be collected by **our Head of Services or CYP Manager** as part of your child/ren's induction to the setting. We will be asking for this data verbally at our initial meeting and recording it on paper forms and / or digitally. We will ask for this information at regular intervals to ensure it is up to date. We will do this by asking you to complete and return a data form.

The information that we require will be:

- Child's name
- Child's date of birth
- Child's age
- Child's address
- Parents' / carer's names, addresses, contact numbers
- Who has parental responsibility for the child
- Emergency contact names, addresses and contact number
- Child's doctor's name, address and contact number
- Names of third party agencies / agents who also provide services for you / your child/ren
- Any allergies/medical history/ requirements
- Information about immunisations
- Whether the child has any special educational needs or disabilities
- Ethnic group
- Religion

We are required to hold and use this personal data in order to comply with the framework of Ofsted and provide a bespoke support package for your child/ren.

This data will be used to:

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- support your child's development
- monitor and report on your child's progress
- share information about activities in our setting
- contact named people in an emergency
- share with other professionals in accordance with legislation
- ensure a contract of service is delivered and maintained
- ensure that this setting receives any bid funding for which it is eligible.

With your permission this data may be, when necessary, shared with:

- Other professionals supporting your child, for example school nurse, school, organisations providing activities, other health or education professionals
- The local safeguarding children's board or Social Services Referral and Assessment Team if I ever have any concerns about the safety of your child.
- Ofsted

If you want to see a copy of the information we hold and share about you or your child then please send a request to the e mail address shown at the top of this document.

We are required by law to keep some information about your child for a period of time after a child has left our setting. We will keep a record of this and dispose securely at the correct time.

**Please see my data protection policy for further information on data sharing, safe storage and your rights to access your data.**

**Parent/Carer Signature:**

**Date:**

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