

**Worthing Childminding Association**

www.magicminders.co.uk

**Privacy Notice**

Worthing Childminding Association, also known as *Magic Minders*, is a committee run, not-for-profit support group for Registered Childminders in the Worthing area and is a data controller for the purposes of the General Data Protection Regulation, GDPR and Data Protection Act 2018.

The Committee officers are:

Chair: Julie Silverthorne

Secretary/Social Media Secretary: Tracey Wakelin

Treasurer: Amanda Hubbert

Other committee members with access to members’ personal data are:

Membership Secretary: Yvette Sheldrick

Vacancy Coordinator: Sarah Leete

Website Editor/Social Media Secretary: Rebecca Martland

The registered address is magicminders@gmail.com

**What data do we process and why?**

Magic Minders processes personal data from members as part of its membership **contract** with them, including: name; address; email address; phone numbers and Ofsted Registration numbers, in order to: confirm registration details; manage their membership; send out newsletters and useful information; send out AGM notices and send out vacancy enquiries. Contact is normally by email. Magic Minders obtains **consent** on the membership application and renewal form regarding what contact information can be supplied to parents in response to a Vacancy Scheme enquiry. **Consent** is also obtained to advertise a member’s website on the Magic Minders website and/or Facebook page. At Magic Minder drop-ins a register is taken, including members’ names and membership numbers, to confirm membership and for fire regulations.

[Do you do an accident/incident/record of concerns book or use the centre one? May need to add a section on this in here]

Magic Minders processes personal data from individuals using the Vacancy Scheme, including: name; email; phone number; children’s ages and any specific individual needs or requirements. This information is used anonymously to obtain a list of childminders with appropriate vacancies. The contact details of these childminders are then emailed to back to the individual making the inquiry.

Magic Minders may also obtain the names and ages of children cared for by its members occasionally, for example when organising events, such as the Christmas Party where named, age appropriate gifts are provided to all the children attending.

Magic Minders also processes personal data of professionals such as health visitors and Early Years advisors and individuals who provide services to the organisation such as visitors to the weekly drop-in. This information includes name; email and phone number and is used to enable contact between them.

Magic Minders does not process any ‘special category’ data.

**What happens to the information?**

Information is kept for no longer than necessary for the purpose it was collected for.

Magic Minders maintains a database of members’ details, containing the data supplied on their membership forms and three email contact lists: one for the Chair/Secretary, one for the Vacancy Coordinator and one for the Membership Secretary. These are password protected and can only be accessed by the officers of the committee, Vacancy Coordinator and Membership Secretary. Passwords are changed whenever there is a change of committee member/role holder.

If a member fails to renew their membership their personal details are deleted from the database and email contacts lists 6 months from the date their membership lapsed. If a member cancels their membership their details are deleted within 10 days of cancellation. Any financial records, such as membership fee payments are retained for 7 years for audit purposes.

Magic Minder drop-in registers are stored securely, kept for XXXXXXXXXX for statistical purposes and then shredded.

Individual’s contact details regarding the vacancy service and their emails are stored for 6 months and then deleted. A written log of enquiries is retained for up to 12 months however, in case of future queries relating to a particular vacancy request.

All other personal data is deleted or destroyed as soon as it is no longer of use.

Need to add a statement regarding child protection/accident records>??

**Who do we share personal data with?**

Magic Minders do not share the personal data of their members, or anyone using their services with any third parties without explicit, written consent, with the exception of child protection concerns where they have a legal obligation to report to the relevant authorities such as: the police, Social Care/LADO (MASH) and Ofsted.

**Data breaches**

If there is a data breach this will be investigated by one of the officers of the committee, appointed by the Chair, and serious breaches will be reported to the Information Commissioners Office (ICO) within 72 hours.

**What are my rights and how do I complain?**

You have to right to know what personal data we hold. This is outlined in this Privacy Notice. You have the right to access this information which can be done by contacting the Secretary who will respond to your request within one month. If you find that any of the information we hold is incorrect you have the right to have this corrected. If we have asked your permission to process information you have the right to withdraw your consent at any time and you have the right to have this data deleted or destroyed unless it must be retained for legal reasons. For data not obtained by consent you have the right to object and request for it to be deleted or destroyed which we must do unless we have a lawful reason for continuing to process the data.

Please contact the Secretary for any of the above or if you have any questions about our Privacy policy.

To make a formal complaint you should contact the ICO who are the regulators for data protection laws in the UK:

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

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

0303 123 1113