



# Privacy Notice

## Rebecca's Out Of School & Holiday Club

**Last Updated:** June 1<sup>st</sup> 2026

### Who We Are

Rebecca's Out of School Club provides breakfast clubs, after-school clubs, holiday clubs and wraparound childcare services for children aged 4 to 11

We are committed to protecting the privacy and security of the personal information we collect about children, parents, carers, employees, volunteers and visitors.

For the purposes of data protection law, Rebecca's Out of School club is the Data Controller of the personal information we process.

### Contact Details

Organisation: Rebecca's Out of School & Holiday Club

Address: 34 Valley Road, Chandlers Ford, Eastleigh, Hampshire SO53 1GP

Email: [office@rebeccas-clubs.co.uk](mailto:office@rebeccas-clubs.co.uk)

Telephone: 02380 255686

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## Information We Collect

### Information About Children

We may collect:

- Name
- Date of birth
- Gender
- Home address
- Medical information
- Allergies and dietary requirements

- Special educational needs and disabilities (SEND)
- Emergency contact details
- Attendance records
- Behaviour records
- Accident and incident records
- Photographs and videos (where consent has been provided)

## **Information About Parents and Carers**

We may collect:

- Names
- Home address
- Email addresses
- Telephone numbers
- Relationship to the child
- Payment and billing information
- Collection and authorised pick-up arrangements

## **Information About Employees, Volunteers and Contractors**

We may collect:

- Contact details
- Employment records
- DBS information
- Qualifications and training records
- Payroll information

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## **Why We Collect Personal Information**

We collect and process personal information to:

- Provide safe and effective childcare services
- Safeguard children and promote their welfare
- Manage bookings and attendance
- Contact parents and carers when necessary
- Respond to emergencies
- Administer payments and invoices
- Meet our legal and regulatory obligations
- Improve our services
- Maintain appropriate records

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## **Lawful Basis for Processing**

We process personal information under one or more of the following lawful bases:

### **Contract**

To fulfil our agreement to provide childcare services.

### **Legal Obligation**

To comply with legal requirements including:

- Childcare regulations
- Safeguarding legislation
- Health and safety requirements
- Tax and accounting obligations

### **Legitimate Interests**

To operate and improve our childcare services.

### **Vital Interests**

Where processing is necessary to protect a child's health or safety.

### **Consent**

Where consent is required, such as for photographs, marketing communications or certain optional activities.

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## **Sharing Information**

We only share information when necessary and appropriate.

This may include:

- Schools attended by the child
- Local authorities
- Social care services
- Health professionals
- Emergency services
- Regulatory bodies including Ofsted
- Insurance providers
- Professional advisers
- Software and IT service providers who support our operations

Information is shared only where there is a lawful basis to do so.

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## **Safeguarding**

Where we have concerns about a child's safety or welfare, we may share relevant information with appropriate agencies without parental consent where permitted or required by law.

The welfare of the child is our primary concern.

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## **Photographs and Videos**

Photographs or videos may be taken for:

- Learning and activity records
- Promotional materials
- Social media
- Website content

We will seek parental consent before using images for promotional purposes and parents may withdraw consent at any time.

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## **How We Store Information**

We take appropriate technical and organisational measures to protect personal information from:

- Unauthorised access
- Loss
- Misuse
- Alteration
- Disclosure

Records may be stored electronically and in paper format.

Access is restricted to authorised personnel who require the information to perform their duties.

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## **How Long We Keep Information**

We retain records only for as long as necessary and in accordance with legal requirements.

Examples include:

<b>Record Type</b>	<b>Typical Retention Period</b>
Child registration forms	Up to 7 years after leaving
Accident records	Up to 21 years and 3 months
Financial records	6 years plus current year
Safeguarding records	In line with safeguarding guidance
Employment records	In accordance with employment legislation

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## **Your Rights**

Under UK data protection law, individuals have the right to:

- Access personal information
- Request correction of inaccurate information
- Request erasure in certain circumstances
- Restrict processing
- Object to processing
- Data portability where applicable
- Withdraw consent where consent is relied upon

Requests should be made using the contact details provided above.

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## **Complaints**

If you are unhappy with how we handle your personal information, please contact us first so that we can try to resolve your concerns.

You also have the right to complain to the UK's independent data protection regulator:

Information Commissioner's Office (ICO)

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## **Changes to This Privacy Notice**

We may update this Privacy Notice from time to time to reflect changes in our services, legal requirements or operational practices. The latest version will always be available on request.

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**Approved by:** Simon Palmer

**Position:** Company Secretary – Rebecca's Out of School & Holiday club

**Review Date:** 1<sup>st</sup> June 2026

