

## Reading Play Privacy Policy

The Reading Play Privacy Policy outlines the personal data that is processed by the service. This policy will explain what sort of personal data is collected, how the data is protected, and why it is necessary for Reading Play to collect this data.

### Users

The Reading Play Privacy Policy covers all aspects of the service; this includes childcare, schools work, and events. This policy will refer to those whose data that Reading Play are processing as "Users".

### Personal Data Collected by Reading Play

Reading Play collects a variety of personal data that could be used to identify an individual and/or individuals. The sort of personal data collected is dependent on the type of service that Reading Play is providing. For example, it would not be necessary for Reading Play to collect sensitive personal data such as Special Educational Needs and Disabilities (SEND) details for events, but it would be necessary if we are providing direct support for a child with SEND in one of our childcare settings.

Here are the different services provided by Reading Play, and the personal data that is processed in respect to these services:

#### Childcare - After School Clubs and Holiday Playclubs

|                    |                      |                  |
|--------------------|----------------------|------------------|
| Name               | Postal Address       | Gender           |
| Date of Birth      | Dietary Requirements | Payment Details  |
| School             | Email Address        | Telephone Number |
| Attendance Records | SEND                 | Medical Details  |
| Doctor/GP Details  |                      |                  |

#### Work in Schools and Support Work

|      |                  |                |
|------|------------------|----------------|
| Name | Telephone Number | Gender         |
| SEND | Medical Details  | Postal Address |

#### Family Events, Play Sessions, and Sports Bookings

|                 |                  |        |
|-----------------|------------------|--------|
| Name            | Telephone Number | Gender |
| Payment Details |                  |        |

#### Recruitment

|               |                    |                  |
|---------------|--------------------|------------------|
| Name          | Postal Address     | Gender           |
| Date of Birth | Employment History | Telephone Number |
| Education     | Training History   | Email Address    |

## **Necessity for the Collection of Personal Data**

### **Childcare - After School Clubs and Holiday Playclubs**

The personal data collected for our childcare setting is in the interest of the welfare requirements of the children that attend our setting. The processing of contact details such as names, email addresses, postal addresses and contact numbers allows us to contact users in the event of an emergency. Sensitive personal data such as medical details, doctor/GP details, and SEND allows us to provide the best support and care for the user's child whilst they are attending our childcare settings.

Payment details are collected in the form of remittances and receipts. These are then allocated manually to a booking that has already been made by the user either directly to Reading Play or via [KidsClubHQ](#).

### **Work in Schools and Support Work**

During term time, the Reading Play service provides onsite support for schools at lunch times and in the classroom. Reading Play staff will need to know the details of the children that they will be working with and supporting in order to provide a high quality session that ensures the safety of the child. Similar to childcare, our staff will also need to be aware of any SEND and/or medical needs to ensure the welfare of the child.

### **Family Events, Play Sessions, and Sports Bookings**

Contact details such as telephone numbers, postal addresses, and email addresses are collected so that the Reading Play service can reach a user to discuss their booking. For example, we may need to contact a user if an event is cancelled, changed or moved. The case for the processing of payment details is the same as highlighted above for childcare.

### **Recruitment**

The Reading Play Service manages their recruitment process for casual/seasonal staff. Application packs are sent out to users that contain the Reading Borough Council DBS application form. This application form is then completed by the user and sent to Reading Play for processing as part of the recruitment and screening process.

## **Lawful Basis for the Processing of Personal Data**

The collection of personal data is necessary to meet welfare requirements outlined by Ofsted in the interest of safety to users. Attendance data for our childcare settings is also used internally at Reading Borough Council to identify sufficiency

and need within the borough. The data is used in such a way that prevents an individual or individuals from being identified in public facing reports.

## Securing Personal Data

All personal data will be kept within the EU and not transferred outside of the EU. Users can request access to their personal data at any time by either contacting the Reading Play service, the Information Governance Officer or the GDPR Project Team (contact details listed below).

## Childcare, Family Events, Play Sessions, Sports Bookings, Work in Schools and Support

Personal data collected via KidsClubHQ for Reading Play childcare settings are printed and sent to the relevant after school club and holiday playclub. This personal data is printed so that it is accessible to site leaders and staff at the childcare settings, as per Ofsted welfare requirements. Any personal data that has been printed and distributed internally is stored securely in the onsite office. When paper copies are surplus to requirement, they are disposed of confidentially as the data is already stored via KidsClubHQ.

## Recruitment

Completed application forms that have been sent to Reading Play are stored securely on the service's encrypted drive in a folder that is only accessible to the service manager, and customer experience and communications officer. Successful applications will be passed on to Reading Borough Council's Human Resources team for processing and the continuation of the recruitment process. Applications belonging to unsuccessful candidates are deleted permanently from the drive.

## Personal Data Retention Periods

| Nature of Record                            | Retention Period | Action at the End of that Period  | Reason  |
|---|------------------|-----------------------------------|---|
| Registers of playclub/scheme users          | 1 Year           | Archive for 20 years then destroy | Statutory requirement for 2 years then further 20 best practice |
| Signing in/out sheets staff & children      | 1 year           | Archive for 20 years then destroy | Best practice   |
| After school club registers                 | 2 years          | Archive for 20 years then destroy | Statutory Requirement   |
| Registration forms of playclub/scheme users | 1 year           | Archive for 20 years then destroy | Statutory for 2 years then further 20 best practice             |
| Ofsted Files                                | Ongoing          | Review                            | Best practice   |

|                       |        |         |                    |
|-----------------------|--------|---------|--------------------|
| Records of medication | 1 year | Destroy | Ofsted requirement |
|-----------------------|--------|---------|--------------------|

## Contact

Reading Play, Reading Borough Council

- Email: [reading.play@reading.gov.uk](mailto:reading.play@reading.gov.uk)
- Call: 0118 937 2632

GDPR Project Team, Reading Borough Council

- Email: [gdpr@reading.gov.uk](mailto:gdpr@reading.gov.uk)

Information Governance Officer, Reading Borough Council

- Call: 0118 937 3306

KidsClubHQ

- Website: <https://www.kidsclubhq.co.uk/>
- Privacy Policy: <https://www.kidsclubhq.co.uk/privacy-policy/>
- Email: [martin@kidsclubhq.co.uk](mailto:martin@kidsclubhq.co.uk)
- Call: 0118 321 6671

## Consent Request - Childcare Bookings

Reading Play (Reading Borough Council), and KidsClubHQ are required to process your personal data to support the running of Reading Play childcare provisions. It is an Ofsted requirement for childcare providers to have access to the personal data of children that the provider cares for. Personal data is retained to ensure the welfare of children that attend Reading Play childcare settings.

The personal data collected will be used by site leaders at Reading Play childcare settings only. All personal data is kept within Reading Play (Reading Borough Council), and KidsClubHQ. No data is shared with third parties.

You can withdraw consent to Reading Play (Reading Borough Council), and KidsClubHQ to hold your personal data at any time by contacting Reading Play. You may want your personal data to be removed if your child no longer attends a Reading Play childcare setting. Deletion of personal data is subject to the data retention periods outlined in the Reading Play Privacy Policy.

Email: [reading.play@reading.gov.uk](mailto:reading.play@reading.gov.uk)

Call: 0118 937 2632