



## Data Protection Policy

### Privacy Notice

#### Introduction

At Stepping Stones we take your privacy seriously and are committed to ensuring that your personal data is protected in accordance with data protection laws and used in line with your expectations.

This Privacy Notice explains what personal data we collect, why we collect it and how we use it. It also explains the control you have over the personal data we hold and the procedures we have in place to protect it.

Stepping Stones is a registered Charity No 1012556 and Company No 2724493 .

We are registered by Ofsted No EY410582 as a provider of Childcare on non-domestic premises on the early years register at Longfield Children's Centre, Broadcloth Lane, Trowbridge Wiltshire BA14 7HE

We provide specialist support for children with additional needs who live within the West Wiltshire area

#### How we collected your information/data

- You may have supplied the personal data yourself by contacting us, completing a form or answering a query from one of our team.
- Your data may have been supplied to us, with your consent, from another organisation (i.e. Virgin Care, Nursery setting, Portage, or Wiltshire Council) having referred you to our service. We will always check that you have consented to your information being shared with Stepping Stones.

#### What information do we collect

Our overall policy is to collect the minimum personal data that we need to provide you with the appropriate information and services available.

- If you are providing services or support to Stepping Stones we will only collect the relevant contact details you give us.
- If your child is referred to/attends Stepping Stones then in addition to your contact details we will collect further information about you and about your child's developmental and health needs to ensure that the service and support that we can provide is relevant, safe and effective.

We will always make it clear why we are collecting information and for how long we will keep it.

We are always happy for you to check the personal data that we hold.

### What will we do with your information

We will only use your information subject to the consent you have given.

- With your consent we will contact you with news or information relating to our service provision.
- With your consent we will contact you about any events relating to Stepping Stones that are being held.
- With your consent we will use your data to process referrals and ensure that agreed relevant information about you or a child is shared with other service providers.
- We will never sell or share your personal data with any organisation to use for their own purposes.

Information will only ever be shared, without your consent if:

- The safety of a child, family or any other person is at risk as outlined in our Safeguarding Policy.
- We are legally required to do so, for example, by a law enforcement agency or court.

### How we protect your information.

Stepping Stones takes your privacy seriously and we follow best practice to protect your information and ensure it remains confidential.

We keep personal data held On-line behind Firewalls to prevent unauthorised access.

We keep personal data held on Stepping Stones office computers in password protected files.

We keep paper documents locked away.

We have clear policies and procedures on who can access your information On-line, on computers and in paper files.

We require that all third parties, wherever they are located, who have to use your information, provide Stepping Stones with formal commitments to comply with a duty of confidentiality and comply with the requirements of data protection laws.

### How long do we keep your information

Data will be deleted at your request or as soon as possible according to our Data Protection Policy.

We will keep your information for as short a period as possible.

By law we must keep certain records for a minimum period of time. You are welcome to check with us what this covers and if any of the information we hold either on you or a child is covered by this legal requirement.

### How can you check your information?

We are happy for you to check the information we have about you at any time. You can ask us to tell you what information we have, why we have it and how we protect it. You can check that your information and/or that of a child is accurate and up to date and you can request we delete this information where we are legally able to.

Your rights with respect to your data. You can:

- Request to access, amend or correct the personal data we hold about you.
- Request that we delete your personal data
- Request we transfer your personal data to another person/service
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If you wish to check or change the information we hold, or to query our Data Protection Policies or Procedures

Please contact us either in person, by phone 01225 350015, or by

e-mail [admin@steppingstonestrowbridge.co.uk](mailto:admin@steppingstonestrowbridge.co.uk)

### Changes to our Data Security Practices

We review our information security practices regularly. The version that appears here was reviewed in March 2018