

## **Privacy Notice for Parents**

In order to deliver our services to our members, we need to hold personal data about each of our members, including about you and your young person.

As a charity we need to keep this data to ensure that we can meet the needs of the children and young people in our care, and keep you updated about services and support that may be of interest to your family.

We will collect data as part of your membership application process, and via your child's induction prior to them attending any of our respite services.

### **How we will use the information you have given us:**

- We require this in order to **perform our contact** of membership with you or to take steps at your request prior to entering into a contract with you;
- We require this to **comply with legal requirements**;
- It is in our **legitimate interests** to collect and process this data; **and/or**
- Where **you have given your consent**.

Please note that, while in some situations we may require and seek your consent, where FUN is permitted to process Personal Data for any of the first three reasons above, and in other limited circumstances, your consent is not required.

### **Important Points to Note:**

**With your consent, we may share some of your data with the local authorities that help to provide funding for our services. Please note that it may be more difficult to secure funding for our services if we cannot share this data.**

Families will be required to check the details that we hold annually, to confirm that the data being held is still accurate. We will ask you to complete and return a form each year to indicate whether there are changes to any of your details or not.

We will use the information you have given us to track your young persons learning and development and to keep them safe.

Please ensure that you tell all adult members in your family that you have given us their contact details, so that we can contact them if we are unable to speak to you about your child or young person.

We will use the information that you have given us about your family to contact you about the services that we offer

With your consent, we may share the information with other professionals supporting your child, for example health visitor, pre-school, nursery, school, other health or education professionals. . Please indicate this by ticking the relevant box below:

*I am happy for you to share information with other professionals who are supporting my child or family*

*Please do not share any information with other professionals who are supporting my child or family*

*I am happy for you to share information with any local authority who provides funding for the charity's services*

*Please do not share any information with any local authorities*

**PLEASE NOTE:** Information may be shared with the local safeguarding children's board or vulnerable Adult Social Services Referral and Assessment Team, but only if we have serious concerns about the safety of a child or young person.

In addition, for the information we will send to you, please tick relevant box on how you would like to receive it:

Post

Email

The information that we request will include:

- Child's name
- Child's date of birth
- Child's age
- Child's address
- Parents' names, addresses, contact numbers
- Sibling names, addresses, dates of birth
- Who has parental responsibility for the child
- Emergency contact names, addresses and contact number
- Child's GP's name and contact number
- Health clinic/health visitor
- Any allergies/medical history/ requirements
- The nature of the child's special educational needs or disabilities
- Home language
- Ethnic group

If you want to see a copy of the information we hold and share about you or your young person, please contact us on 01582 420800 or email [info@familiesunitednetwork.org.uk](mailto:info@familiesunitednetwork.org.uk)

Name of Child: .....

Parent/carer Signature: .....

Parent/Carer Name: .....

Date: .....