

Caban Y Faenol CYF

Privacy Policy (for parents/guardians/service users)

Personal Data is defined in the General Data Protection Regulation (GDPR) as “any information relating to an identified or identifiable natural person (“data subject”); an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data online identifier or to one or more factors specific to the physical, psychological, genetic, mental, economic, cultural or social identity of that person”.

Your Information

This includes your child and family details, financial information, and specific information relating to your child, such as GP contact details, immunisations, allergies/dietary requirements and photographs. Further special category data includes religion and other beliefs, and physical and mental health details.

We collect and use personal data so that we can:

- Provide child care services to you, which meet your needs.
- In order to provide these services we must first collect and store your data for correspondence purposes. We will ensure that the information we collect is only used for this intended purpose and does not invade your privacy.
- We will collect and store your data in accordance with the GDPR and do our utmost to keep your information secure, accurate and up to date and for no longer than is necessary.
- Certain records have to be kept for longer for regulatory, safeguarding, tax and audit purposes.
- We will only contact you when necessary, or when you have requested or agreed that we may do so. We will not ask for any unnecessary information.

Marketing Activities

Caban Y Faenol Cyf may wish to contact you to inform you of services which may be of interest to you, however we will ask you to give your additional and explicit consent for us to do this and you may change your mind and opt-out of receiving marketing correspondence at any time.

Data Sharing

We may need to share your data with third parties to protect the welfare of a child and to comply with our legal obligations. This could be for example: to meet our obligations with the Care Inspectorate Wales (CIW); in the case of a safeguarding concern, where we would be required to share information with the Police and social services; in the event of a RIDDOR report under health and safety regulations, where we would be required to share the name and details of the injured party with the Health and Safety

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Executive; or should there be an emergency requiring the Ambulance Service and emergency medical treatment.

Data sharing may also be required with the Care Inspectorate Wales (CIW) and social services.

We may need to share your data with third parties contracted *by* Caban Y Faenol Cyf. Caban Y Faenol Cyf only engages with third parties who are contractually obliged to store your details securely and only process them if responding to a request by you to:

- Insert specific details, e.g. make an appointment, make a booking via a third party booking agent such as for trip out for the day; deliver your goods; provide you with a refund; access professional services.
- We only pass on personal data to a third party where we have your explicit consent, or where we are legally required to do so.

Your Rights

If you wish to see the personal data that we hold on you and know how we process it and for what purpose, you may contact our Data Protection Officer and request this. The Request is known as a Data Subject Access Request (DSAR) and you must make your request in writing.

In order to meet your request Caban Y Faenol Cyf will require proof of identity. You may provide a photo driving licence/passport and a utility bill dated within the last three months.

To contact the Data Protection Officer or ask any questions about this privacy policy, please contact:

Morfudd Roberts
Caban Y Faenol Cyf, Ysgol Y Faenol, Bangor, LL572NN
cabansupervisor@live.co.uk
01248 361272 / 07436289657

Cookies

To make using our website easier, small data files are placed on your computer. These are known as Cookies. Most commercial websites do this too.

Cookies improve such things as:

- Remembering settings, so that you do not have to keep re-entering them whenever you visit a new page.

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- Remembering personal information that you have provided, such as your address and postcode to save you from re-typing the data.
- Monitoring how you use the website, such as the first page you looked at, so that we can make sure that it meets your needs.

Our cookies are not used to identify you personally. They are just here to make the website work better for you. You can manage and/or delete these small files as you wish and you can opt out of Google Analytics cookies for all sites.

To find more about cookies and how to manage them, go to **aboutcookies.org.uk**

i) **First Party Cookies**

These are set by the Caban Y Faenol Cyf website directly. We use Google Analytics to collect information about how people use the website. We do this to make sure it is meeting its users' needs and to understand how we could do it better. Google Analytics stores information about what pages you visit, how long you are on the site, how you got to the site and what you click on. We do not use cookies to collect or store your personal information such as your name or address, so this information cannot be used to identify who you are.

There are also cookies that store basic data on your interactions with [Mr Site/WordPress/Wix/1&1/Vistaprint \(insert details relative to your website\)](#), the CMS running the website.

ii) **Third Party Cookies**

These are cookies set on your machine by external websites whose services are used on our website. Cookies of this type are the sharing buttons across the site that enable visitors to share content onto social network websites. Cookies are currently used by Twitter, Facebook, and Google+. If you wish, you can prevent sites setting third party cookies.

iii) **Log Files**

Log files enable us to record the use of the website. These logs are automatically generated from all our visitors. We use these files to make improvements to the layout of the website and to the information on it, based on the way that visitors move around the website. Log files do not contain any personal information.

iv) **Links to Other Websites**

Our website contains links to other external websites. If you click through to any of these websites, we do not have control over that site unless it is part of Caban Y Faenol Cyf. We therefore cannot be responsible for the protection of any information that you provide to these other websites and they are not governed by this privacy policy.

Always exercise caution and look at the privacy policy of the websites that you visit.

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Caban Y Faenol Cyf reserves the right to change this privacy policy and will post any revisions on the [website](#). Your continued use of this website will be subject to the privacy policy in force at the time.