

# **GDPR**

## **General Data Protection Regulation**

### ***Privacy Notice***



*Providing you with a clear view on how  
we use your personal view.*

### *Our Mission Statement*

**"We will provide a professional care service where children, young people and adults will be listened to, valued and respected equally."**



## Introduction

MACS (Mearns After-School Service) is an after-school care company who have been providing a childcare service since August 1995.

We strive to provide a professional care service that meets and complies with all regulations under several care and legal acts including guidance outlined by the Scottish Services Council (SSSC), Care inspectorate and His Majesty's Revenue Custom (HMRC).

With this, it is necessary for MACS to collect and record personal data about individuals in MACS' care and employment including their parents/guardians personal data, where necessary.

This enables us to fulfil our legal and financial duties as well as contractual to our clients, as part of our employment including their parents/guardians' personal data where necessary.

MACS takes your privacy very seriously, and the information within this privacy notice describes the data we hold on clients (e.g. parents, guardians and children) and what we do to maintain your right to privacy.

## Data Compliance and Your Rights

We are registered with the Information Commissioners Office (ICO) and the data compliance manager for MACS is Linda Mackenzie, who is located at our Head Office;  
**MACS, Unit 25, Sir James Clark Building, Paisley, PA1 1TJ**

Contact details for Linda Mackenzie are;

**Telephone** 0141 887 0002

**Email** [linda.mackenzie@macs.uk.com](mailto:linda.mackenzie@macs.uk.com)

## Collecting your Data

We collect and record your personal data through Parent Enquiry forms, Registration & Permission Forms, Holiday Booking Forms- Online through a "Formstack" platform, our website, emails and paper files updates, photographic and video recordings. Registration and Permission details are recorded on paper and computer systems and stored in locked areas or password protected devices.

## How long we retain your Personal Data

We keep your personal data secure for as long as you use our service. After which, we securely destroy your information up-to one year for admin purposes and up-to six years for financial purposes.



## What Personal Data we hold

In order to best meet the needs of the children and families in our care we process the following data;

- **Personal Information** (including names, address, data of birth, contact information including parents/guardians work details, emergency and telephone contacts, email address, health/medical information and personal preferences)
- **Financial Information** (Including contracts, types of payment methods, days of attendance, invoicing sheets, password protection and memorable phrases)
- **Individual Planning** (Including wellbeing indicators in journals, Additional needs information)

## What we use your Personal Data for

We use your personal data to:

- To comply with the law
- To assess and improve our services
- To meet guidance outlined SSSC, Care Inspectorate and HMRC

We display snapshots of children's activities, feedback and achievements on notice boards, newsletters and through the use of social media platforms (i.e. Facebook, Twitter, Instagram and our MACS website) Formstack, Twitter & Mail Chimp all comply with the EU-US Privacy Shield Framework.

We do not share information with third parties unless we believe that there is evidence of harm or the intent to harm children or vulnerable adults under our protection policies and obligations.

Only key personnel have access to personal data. We may, by individual consent, ask for permission to share records or information for children or families who require additional support, if we require advice or guidance.

## Keeping in Contact

We would like to contact you through the details provided on your Registration Form and /or Parent Enquiry Form to discuss;

- Your child and your requirements
- Your account with us including Finance
- Any holiday requirements
- Any changes to contracts
- Requesting feedback for evaluation purposes
- To keep you updated with any Project or Company news.



## Your Consent

We require your consent to allow us to process your data. If you wish to withdraw your consent at any point, please email [general@macs.uk.com](mailto:general@macs.uk.com).

You may also ask that data on your and your child be erased if you believe that the information contained is not accurate. Any complaints or concerns relating to data protection can be discussed with the ICO Office; [www.ico.org.uk](http://www.ico.org.uk).

## GDPR (General Data Protection Regulation) Policy

We hold a full policy on general data protection that can be accessed in the project, emailed to you directly or can be found on our Website. We encourage you to read this policy at your own convenience. The fully policy included data minimisation, retention and deletion information. Paper copies will be securely shredded and data erased.

In brief, you may request that the information we hold be accessed by emailing the data compliance manager. We will respond to this within one month of receiving the request. The full details are outlined in our data protection policy.

## Keeping MACS Informed

It is important to keep us updated with accurate information on your child's and your personal information such as addresses, emergency contacts, your child's individual needs or requirements etc.