



Holiplay Ltd. Privacy Notice

1. Introduction

Holiplay is committed to protecting and respecting your privacy. This Privacy Notice explains how we collect, use, store and protect personal data relating to children, parents/carers, staff and visitors, in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Who We Are

Holiplay Ltd.
Office 7, 35 – 37 Ludgate Hill, London, EC4M 7JN
info@holiplay.co.uk
020 8068 0348

We are the **Data Controller** for the personal data we process.

3. What Personal Data We Collect

We may collect and process the following types of personal data:

Children's data

- Name, date of birth, gender
- Address and contact details
- Medical information, dietary needs and allergies
- Special educational needs and disability (SEND) information
- Attendance records, observations and learning assessments
- Safeguarding and welfare information (where required)

Parents/carers

- Names, addresses, contact details
- Emergency contact information
- Relationship to the child
- Payment and funding information

Staff and volunteers

- Contact details
- Employment records
- DBS and safeguarding checks
- Training and qualification records



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Other

- CCTV images (where applicable)
- Website enquiries and communications

4. How We Use Personal Data

We use personal data to:

- Provide safe, high-quality childcare and early education
- Meet statutory requirements (EYFS, safeguarding, funding)
- Communicate with parents/carers
- Monitor children's learning, development and wellbeing
- Ensure health, safety and safeguarding
- Manage staffing, payroll and recruitment
- Meet legal and regulatory obligations

5. Lawful Basis for Processing

We process personal data under one or more of the following lawful bases:

- **Legal obligation** (e.g. safeguarding, EYFS requirements)
- **Public task** (education and childcare provision)
- **Contract** (childcare agreements, employment)
- **Consent** (e.g. photographs, marketing)
- **Vital interests** (to protect a child's life or wellbeing)

6. Special Category Data

Some information (such as medical or safeguarding data) is classified as special category data. This is processed only when necessary and with appropriate safeguards in place.

7. Who We Share Data With

We may share personal data with:

- Local authorities (e.g. funding, safeguarding)
- Ofsted and regulatory bodies
- Health professionals and support services
- Schools and settings (for transition purposes)
- Payroll and IT service providers



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We only share data where necessary and ensure appropriate data protection agreements are in place.

8. Data Security

We take appropriate technical and organisational measures to protect personal data against loss, misuse, unauthorised access or disclosure. Access to data is restricted to authorised staff only.

9. Data Retention

We retain personal data only for as long as necessary and in line with statutory requirements. Retention periods vary depending on the type of data and are outlined in our Data Retention Policy.

10. Your Rights

Under UK GDPR, you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request erasure (where applicable)
- Restrict or object to processing
- Data portability
- Withdraw consent (where consent is the lawful basis)

Requests should be made in writing to the contact details above.

11. Complaints

If you have concerns about how your data is handled, please contact us first. You also have the right to lodge a complaint with the **Information Commissioner's Office (ICO)** at www.ico.org.uk.

12. Changes to This Privacy Notice

We may update this Privacy Notice from time to time. Any changes will be shared with parents/carers and published on our website.