

# Safe at Home Scheme Privacy Notice

## ***Introduction***

At the Pre-school Learning Alliance (**PSLA**) 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.

The **PSLA** co-ordinate and administer the **Safe at Home Scheme** (in Luton) and will process your application and hold your information/data.

This privacy notice explains what personal data we collect, why we collect it, how we use it, the control you have over your personal data and the procedures we have in place to protect it.

When we refer to “we”, “us” or “our”, we mean the PSLA. The privacy team at PSLA can be contacted at [dataprotection@pre-school.org.uk](mailto:dataprotection@pre-school.org.uk)

Our full legal information as a data controller, is:

**PSLA** is the Pre-school Learning Alliance, a charity registered in England Wales (number 1096526) and a company incorporated in England and Wales (number 4539003) with its registered office address at 50 Featherstone Street, London, England, EC1Y 8RT.

## ***What personal data we collect***

We will ask you for your name, address, contact details and the age of your youngest child or expected due date if you are expecting a baby.

## ***Why we collect personal data and the legal basis for handling your data***

We use (with your consent) personal data about you and your child in order to enable us to identify that you live in Luton, have a child under five years old (a requirement of the scheme) and to allow us to contact you to make an appointment for the home safety assessment to be undertaken.

To allow us to check if you are eligible for home safety equipment we will request information on any benefits you are on and whether you may be working with other statutory or Early Help support services. We will also ask your immigration status if applicable, as part of the eligibility process.

We rely on your consent to do this and if you choose not to provide your consent we may not be able to deliver some of the services we provide to you. Furthermore, if consent is withdrawn before any equipment is installed we will remove your information from our system. You are able to withdraw your consent at any time, prior to safety equipment being supplied.

It is within our legitimate interest (once the equipment has been installed) to keep the information for purposes such as product safety recalls.

We have a legal obligation to process safeguarding related data about you or your child should we have concerns about your or her/his welfare.

## ***Who we share your data with***

The following agencies work in partnership with the Safe at Home Scheme and our data is shared with these organisations.

- **Flying Start (Luton Council)**- your local Flying Start Children Centre who have trained Safe at Home Assessors who may be undertaking your home safety assessment and giving you safety information and advice.

- **Bedfordshire Fire and Rescue Service** – who provide the home safety equipment fitting service in partnership with the Safe at Home Scheme and who may also undertake a home safety assessment and fire safety check.

We will also share your data:

- to protect your child; for example by sharing information with social services or the police;
- if we are legally required to do so, for example, by a law enforcement agency or court; and
- if it is necessary to protect our rights, property or safety or to protect the rights, property or safety of others.

### ***How do we protect your data?***

We take the security of your personal data seriously. We have internal policies and strict controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed and to prevent unauthorised access.

### ***Where do we store your data?***

All data you provide to us is stored on secure computers or servers located within the UK or European Economic Area. We may also store paper records in locked filing cabinets or locked cupboards.

Our third party processors will also store your data on secure IT systems which may be situated inside or outside of the European Economic Area. They may also securely store data in paper files.

### ***How long do we retain your data?***

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Once your youngest child is five years old we will delete your data.

### ***Your rights with respect to your data***

As a data subject, you have a number of rights. You can:

- request to access and obtain a copy of your data on request;
- request that we change incorrect or incomplete data; and
- request that we delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.

If you wish to exercise any of these rights at any time please contact Christine Rogers by emailing [Christine.rogers@pre-school.org.uk](mailto:Christine.rogers@pre-school.org.uk) or ringing 01582 548335.

### ***How to ask questions about this notice***

If you have any concerns about the way we handle personal information or would like to see any personal information held on you by the Safe at Home Scheme, please contact us in writing at the Flying Start Office, 2<sup>nd</sup> Floor TOKKO, Gordon Street, Luton, LU1 2QP or email [Christine.rogers@pre-school.org.uk](mailto:Christine.rogers@pre-school.org.uk)

### ***How to contact the Information Commissioner Office (ICO)***

If Christine Rogers is not able to address your concern, please raise a complaint with our privacy team at [dataprotection@pre-school.org.uk](mailto:dataprotection@pre-school.org.uk)

If you are concerned about the way your data is handled and remain dissatisfied after raising your concern with our privacy team, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or <https://ico.org.uk/>.

***Changes to this notice***

We keep this notice under regular review. Any changes to this notice will be posted at [www.safeathomecip.co.uk](http://www.safeathomecip.co.uk) so that you may be aware of how we use your data at all times.

***Date of this privacy notice***

This privacy notice was last updated in July 2018.