



- **Purpose**

Rainbow Castle Childcare Registration Forms and Care Plan

- **Description**

All paperwork used within Rainbow Castle Childcare department contains personal and medical information, the information is necessary and mandatory for the health, safety and wellbeing of the child you wish to register.

For most children inclusion into a wide variety of activities should not pose any problem or hazard, however we must be aware of any health conditions to ensure their safety.

- **If you do not give us your information**

If you do not supply us with your information you will be unable to enrol your child within the Rainbow Castle Childcare department.

- **Conditions for processing personal information**

Contract – we need to process this personal information to fulfil our contract with the customer (Article 6 (1)(b) of GDPR).

- **Your rights**

- Access to personal data
- Rectification of personal data
- Erasure of personal data
- Restrict processing of personal data

- **Who we share your information with**

The information you supply will be used for administration and development of the child. Data will be shared under Rainbow Castle Childcare's requirements and obligations to the relevant Statutory Bodies, via Health Visitors, Social Work Department, Local Authorities, Nurseries and Primary Schools.



moray leisure centre
healthy living centre

- **Data controller**

The data controller is Moray Leisure Ltd.

- **Data Protection Officer Contact our Data Protection Officer:**

Data Protection Officer
Moray Leisure Centre
Borough Briggs Road
Elgin
IV30 1AP
01343 550033
dpo@mlc-elgin.co.uk

- **Supervisory authority**

If you are unhappy with the way we have processed your personal information you can contact the Information Commissioner:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
<https://ico.org.uk/global/contact-us/>