



# Stone with Woodford Playgroup

## Privacy Notice

### **STONE WITH WOODFORD PLAYGROUP & TODDLERS and your personal data**

We need to keep certain personal information about parents and children who use our services in order to fulfil our contractual obligations and best care for your children. The processing of this personal information is governed by the General Data Protection Regulation (GDPR) 2018.

We only collect personal data when we have a lawful reason for doing so, we only use it for the purpose it was originally obtained for. We take steps to ensure that the data we keep is accurate, up to date and secure, and we do not keep it for longer than is necessary. We have written policies and procedures in place for dealing with personal data, including breaches of security, and our staff have appropriate training and awareness of data protection principles and procedures. Our Data Protection Lead is **Laura Plimbley**, the Playleader.

Our Information Commissioner's Office (ICO) registration number is: **Z2476096**

We are Data Controller for your personal data, which means that we decide what information we need to keep about you and why, and how we process and store that information.

### **What personal data do we keep and process?**

When you register your child for the setting we ask you to complete a registration form which may include personal data. Personal data can only be viewed and processed by relevant staff. Data about children is classified as 'sensitive' and we take extra care to keep it safe.

### **What do we use your personal data for?**

Personal data is used to help us to best care for your child/children. We also use relevant data to enable us to receive Nursery Education Funding and to fulfil our contract with you e.g. processing payments.

### **How is your personal data stored?**

Your personal data is stored in the following ways:

- Password protected PC/Laptop and/or password protected mobile phone
- Locked filing cabinet

We will not share your personal data with any third party without your permission (unless it is a child protection issue).

### **What is the legal basis for processing your personal data?**

Your data is processed on the basis of your contract with us for the care of your child.

### **How long do we keep your personal data for?**

We keep your personal data for as long as your child is enrolled in our setting. After your child has left there is some data that we are required to keep under statutory regulations. More details can be found in our Confidentiality and Client Access to Records Policy.

### **What are your rights with regard to your personal data?**

Under the GDPR you have the right to:

- Know what personal data we keep about you.
- Request a copy of the personal data we hold about you.
- Request that we correct any personal data which is found to be inaccurate or out of date.
- Request that we erase any personal data where it is no longer necessary for us to keep that data.
- Request us to transmit the personal data we hold about you to another data controller.  
(this right only applies where the processing we do is by your consent or the processing of a contract, and where that processing is by automatic means.)
- Withdraw your consent for processing to which you have previously given your consent.  
(Please note that if you do this it may affect our ability to fulfil our contract for care of your child).
- Not be subject to automated decision-making.

### **Who to contact**

If you have any queries/complaints, or wish to exercise any of the above rights, please contact our Data Protection Lead:

**Name:** **Laura Plimbley (Playleader)**

**Email:** [stonewithwoodfordplaygroup@eygloucestershire.co.uk](mailto:stonewithwoodfordplaygroup@eygloucestershire.co.uk) or [laura.c.is@hotmail.co.uk](mailto:laura.c.is@hotmail.co.uk)

**Telephone:** **07544 733799 (Setting) or 07533 076216 (Playleader)**