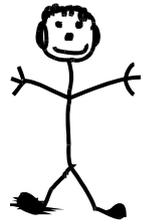


FIRST STEP PLAYGROUP



The Scout Hut, Parkhall Road, Somersham, Cambridgeshire PE28 3HE

Tel: 01487 843358 (9am to 3pm) email@firststepplaygroup.co.uk

General Data Protection Regulations Privacy Notice

Who processes your information?

First Step Playgroup is the data controller of the personal information you provide to us. This means the playgroup determines the purposes for which, and the manner in which, any personal data relating to children and their families is to be processed. Angie Kelly acts as a representative for the playgroup with regards to its data controller responsibilities; they can be contacted on 01487 843358 or email@firststepplaygroup.co.uk Their role is to oversee and monitor the playgroup's data protection procedures and to ensure they are compliant with the GDPR.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the playgroup to share your data in accordance with our 1.5 Information Sharing – GDPR policy. Where the playgroup outsources data to a third party processor, the same data protection standards that First Step Playgroup upholds are imposed on the processor.

Why do we collect and use your information?

First Step Playgroup holds the legal right to collect and use personal data relating to children and their families. We may also receive information from a previous setting, and/or Local Authority. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 (Lawfulness of Processing) and Article 9 (Processing of Special Categories of Personal Data) of the General Data Protection Regulations 2018.
- Education Acts 1996 and 2011

In accordance with the above, the personal data of children and their families is collected and used for the following reasons:

- To support a child's learning
- To monitor and report on a child's progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard children

Which data is collected?

The categories of child information that the playgroup collects, holds and shares include the following:

- Personal information – e.g. names, addresses and contact numbers
- Characteristics – e.g. ethnicity, language, nationality, country of birth and funding eligibility
- Attendance information – e.g. number of absences and absence reasons
- Assessment information – e.g. Early Years Foundation Stage Data
- Relevant medical information
- Information relating to SEND
- Information relating to Accidents, Incidents and Pre Existing Injuries

If you apply for up to 30 hours free childcare, we will also collect:

- Your national insurance number or unique taxpayer reference (UTR), if you're self-employed.
- We may also collect information regarding benefits and family credits that you are in receipt of and Disability Living Allowance if your child is awarded it.

Whilst the majority of the personal data you provide to the playgroup is mandatory, some is provided on a voluntary basis. When collecting data, the playgroup will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the playgroup will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

Where will your data be stored?

All personal data kept in paper format is stored securely in locked cupboards and filing cabinets. All computer records and tablets are password protected and only accessed by relevant staff members.

How long is your data stored for?

Personal data relating to children at First Step Playgroup and their families is stored in line with the playgroup's 5.1 Children's records policy.

In accordance with the GDPR, the playgroup does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

First Step Playgroup is required to share children's data with the Local Authority e.g. government funding claims. The playgroup will not share your personal information with any third parties without your consent, unless the law allows us to do so. The playgroup may share children's information with:

- Ofsted
- The Local Authority
- Multi Agency Safeguarding Hub
- Early Help Hub
- Early Support
- The NHS e.g. Health Visitor
- Tapestry Online Learning Journal
- Child's destinations upon leaving the setting

The above organisations have robust processes in place to ensure the confidentiality of any data in accordance with GDPR.

What are your rights?

Parents and children have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how First Step Playgroup uses your personal data.
- Request access to the personal data that First Step Playgroup holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way First Step Playgroup is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113 - Monday - Friday 9am - 5pm.

Where can you find out more information?

If you would like to find out more information about how we collect, use and store your personal data, please visit our website www.firststepplaygroup.co.uk and download or request our 1.4 Confidentiality and client access to records and 1.5 Information Sharing GDPR Policies.

GDPR Privacy Notice Declaration

I, _____, parent of _____

declare that I understand:

- First Step Playgroup has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- First Step Playgroup may share my data with Ofsted, the Local Authority and subsequently organisations.
- First Step Playgroup will not share my data with any other third parties without my consent, unless the law requires the playgroup to do so.
- First Step Playgroup will always ask for explicit consent where this is required and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the playgroup's 1.5 Information Sharing - GDPR Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.

Signed _____ Date _____