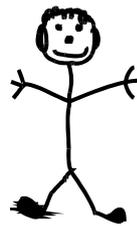


# FIRST STEP PLAYGROUP



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

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

## First Step Playgroup Community Space 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](mailto: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.

### Why do we collect and use your information?

First Step Playgroup collects your data to provide an emergency evacuation register for the group and monitor and evaluate the service provided by staff members of the playgroup.

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

- 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 and voluntary contact numbers

### 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 will not share your personal information with any third parties without your consent, unless the law allows us to do so.

## **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](http://www.firststepplaygroup.co.uk) and download or request our 1.4 Confidentiality and client access to records and 1.5 Information Sharing GDPR Policies.

## Community Space Groups 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 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 \_\_\_\_\_