



FIRST STEP PLAYGROUP

The Scout Hut, Parkhall Road, Somersham, Cambridgeshire PE28 3HE
Tel: 07855 035212 (9am to 3pm) email@firststepplaygroup.co.uk



General Data Protection Regulations (GDPR) Student/Volunteer 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 07855 035212 or email@firststepplaygroup.co.uk

Which data is collected?

The categories of information that the pre-school collects, holds and shares include the following:

- personal information such as name and address
- special categories of data including characteristics information such as gender, age, ethnic group and next of kin
- contract information such as start dates, hours worked and roles
- DBS and training details
- medical information

Why do we collect and use this information?

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 Article 6 (Lawfulness of Processing) and Article 9 (Processing of Special Categories of Personal Data) of the General Data Protection Regulations (2018).

We use this data to:

- enable the suitability and development of a comprehensive picture of the workforce
- inform the development of training requirements
- to ensure a contact is available in case of an emergency

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Where will your data be stored?

All data collected in paper format is stored securely in a locked filing cabinet. All computer records are password protected and only accessed by the relevant playgroup management.

Will my information be shared?

We routinely share this information with:

- the Local Authority
- Ofsted
- Colleges/Schools

We do not share information about students or volunteers with anyone without consent unless the law and our policies allow us to do so.

What are your rights?

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Angie Kelly (Manager and Data Protection Lead).

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations
- 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 we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office (ICO) on 0303 123 1113 - Monday - Friday - 9am - 5pm or at

<https://ico.org.uk/concerns/>

GDPR Privacy Notice Declaration

I, _____ 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 subsequent organisations.
- First Step Playgroup will not share my data with any other third parties without my consent, unless the law requires the pre-school 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 Local Authority Retention Period Guidelines.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.