

# Data Privacy Notice



## Naunton Park Pre-School Playgroup (NPPP) 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. From 25<sup>th</sup> May 2018 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, and 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 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 Louise Croot, Secretary to the Committee.

Our Information Commissioner's Office (ICO) registration number is A8322513.

NPPP is the Data Controller for your personal data, which means that we decide what information we need to keep about you (parent or carer) and your child 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 includes personal data about you and your child. Personal data can only be processed by relevant staff and appropriate committee officers. 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 use email and address data to send you information about Pre-School. We also use relevant data to enable us to receive Nursery Education Funding and to fulfil our contract with you eg processing payments.

### How is your personal data stored?

Your personal data is stored electronically in a database on our password-protected laptop; and in a password-protected Excel document within our Microsoft Office SharePoint site. We also store your personal data in a locked filing cabinet. Selected data is stored in the following ways and only to the extent as is necessary to ensure the safety of your children and the smooth running of Pre-School on a day-to-day basis:

*Accessible throughout the day in accordance with our Health & Safety Policy and our Fire Safety procedures, locked away overnight:*

- Admissions register
- Accident records

*Displayed on notice boards, or kept accessible, to ensure the safety of your children and the smooth running of Pre-School on a day-to-day basis:*

- Medical and allergies information, as relevant
- Date of birth

Learning journals

Photographs of children and staff where consent has been obtained

Where consent has been obtained, in order to enable us to communicate news and important Pre-School updates to parents, we store your email address on a password-protected MailChimp account and Outlook Mail list.

We will not share your personal data with any other third party without your permission, or unless we have a legal obligation to do so.

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

Your data is processed on the basis of your contract with us for care of your child. Photographs displayed on notice boards and email mail-outs are processed on the basis of consent.

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

We keep your personal data 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.

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

Under 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 for 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.

### **Further information**

For more information on any of the points above, please refer to our Data Protection Policy, located in the Policies folder in the Pre-School foyer.

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

Name: Louise Croot

Email: [secretary@nauntonpark.co.uk](mailto:secretary@nauntonpark.co.uk)

November 2023