



COMBERTON PLAYGROUP

Privacy Notice for Children and Parents/Carers in Comberton Playgroup
ICO ref; ZA098148

The General Data Protection Regulations (GDPR) govern how we control and process personal information. These regulations apply regardless of whether data is stored electronically, on paper or other materials.

To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully. GDPR is underpinned by eight important principles;

- Be processed fairly and lawfully
- Be collected only for specific, lawful purposes
- Be adequate, relevant and not excessive
- Be accurate and up to date
- Not be held for longer than necessary
- Processed in accordance with the rights of data subjects
- Be protected in appropriate ways

Why do we collect and use children's information?

We collect and use children's information under section 537 A of the Education Act 1996 and section 83 of the Children Act 1989 to comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

We use Children's and Parents/Carers data;

- To support children's learning and development
- To monitor and report on children's progress
- To provide appropriate pastoral care
- To assess the quality of our provision and teaching
- To comply with the law regarding data sharing
- Access Government grant funding
- Producing invoices

Categories of children's and Parents/Carers information we collect, hold and share include;

- Personal information (such as name, date of birth, contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Attendance information
- Early Years observations, assessments and reports
- Special educational needs information
- Relevant medical information
- Grant funding (parents NI numbers, dates of birth, phone numbers, addresses)



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Collecting Children's and Parents/Carers information

Whilst most of information you provide us is mandatory, some of it is provided to us on a voluntary basis. To comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Fundraising

We will only use personal data if you have provided them and have signed a consent form. We will delete this data within 1 month of a participant leaving or otherwise ending their affiliation, or sooner if specifically requested and we are able to do so. We may retain some personal data for longer for legal or regulatory purposes.

Storing children's and Parents/Carers information

- Comberton Playgroup keeps information on computer systems and on paper.
- We hold records securely. All records are transferred to new schools/settings when pupils leave, where they will be retained until the pupil is 25 years of age, then they will be destroyed. Other personal data will be stored securely and destroyed after 7 years.
- There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure a child stays safe or we are legally required to do so.

Who do we share information with?

We routinely share children's information with;

- Other settings the children's attends
- On transition to a primary school
- Our local Authority (Cambridgeshire County Council)
- The Department of Education
- Other agencies when legally required to do so (Social Care)

Why we share children's information;

- We do not share information about children's data with anyone outside playgroup without consent unless the law or our policies allow us to do so.
- We share children's data with the county council and department of education on a statutory basis, under section 3 of the Education (Information About Individual Pupils) (England) Regulations 2013. This data sharing underpins playgroup funding and educational attainment and monitoring.

Requesting access to children's and Parents/Carers personal data;



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Under General Data Regulation Protection legislation, parents have the right to request access to information about them that we hold. To make a request for your personal information or be given access to your child's records speak to **Hilary Kingshott or Kerrie Jackin** (Data Protection Leads) at Comberton Playgroup.

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 General Data Protection Regulations.

If you have a concern about the way we are collecting or using you and your child's personal data, you should in the first instance raise the concern with us or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

This policy was adopted at a meeting of the playgroup managers held on

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Signed by.....

Chair of Managers

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Playgroup Leader