

## Data Protection Privacy Statement

### Introduction

The GDPR General Data Protection Regulation became statutory from 25<sup>th</sup> May 2018.

This legislation replaced previous data privacy law, giving more rights to you as an individual and more obligations to organisations holding your personal data.

One of your rights is a right to be informed, which means we must give you even more information than we did previously about the way in which we use, share and store your personal data.

We are registered with the Information Commissioner's Office Registration reference:  
**ZA347073**

### Information

We will make sure that the personal information we keep is accurate and up to date when we collect or use it. You can help us with this by keeping us informed of any changes to the information we hold about you.

### Information security

We will keep information about you and your child and our staff secure. We will protect your information against unauthorised change, damage, loss or theft.

- All information collected on paper forms is kept locked away in a lockable cabinet.
- Our Laptop is password protected.
- Parents telephone numbers and some email addresses are also stored on the Playgroup's mobile phone which is password protected.

### **Types of personal data that we keep:**

- Names addresses and telephone numbers of children, parents and emergency contacts.
- Dates of birth of children, and sometimes parents.
- National Insurance numbers of some parents (for funding applications).
- Email addresses of parents.

### **While your child is with us we store information in regarding:**

- Their ongoing progress and development.
- Photographs.
- Accident and Incident records.
- Medication records.
- Records of concerns or complaints.
- SEND and medical letters and requests for support from other agencies.

### **Keeping information**

We will hold information about you and your child only for as long as the law states we must.

After this, we will dispose of it securely. We keep:

- Children's records (including parents information) for 7 years after they have left the provision (Statutory Framework for the Early Years Foundation Stage, Childcare Act 2006)
- SEND (Special Educational Needs and Disability) records until the child is 21 years. (Limitation Act 1980)
- Safeguarding Records until the child is 25 (Local Safeguarding Children Board)
- Records of death, injury, disease or dangerous occurrence for 3 years (RIDDOR 1995)
- Accident forms for 21 years and 3 months (Statutory Framework for the Early Years Foundation Stage, Childcare Act 2006)

## Sharing Information

We are required to share information about your child but will always ask for written permission unless there is a Safeguarding Issue. (Please refer to our safeguarding policy for further information) We share with:

- Leicestershire County Council for funding for your child, SEND referrals, additional support.
- Health Visitors for 2-year checks and other support.
- Local Primary Schools, when your child has been given a place, to aid their transition.
- Ofsted - during an inspection the inspector will need to see some children's learning journeys, trackers and EYPP plans. They will also need to see the registers.

You have the right to access to your child's records unless by accessing them there may be a risk of harm caused to a child or other individual. Where the Playgroup leader considers there is a Safeguarding concern then records will not be shared.

## Our Commitment

We will only collect information that is necessary for what we do. We will be fair in the way we collect information about you. We will tell you what we intend to do with the information we hold about you. Where practicable, we will collect information directly from you. If we collect information about you from someone else, we will make sure you know that we have done this whenever possible while following our safeguarding policy.

We will ensure that all personal information is kept safe and is only shared with the aforementioned bodies. We will destroy personal information after the lawful retention period.

This statement was adopted at a meeting of Belton Playgroup Association:

Held on: 26<sup>th</sup> April 2023

Signed on behalf of committee: 

Name and role of signatory: Emma Wood, Chair of committee

Belton Playgroup

Review date: April 2023