

## Data Protection Privacy Statement - Staff and Committee

### 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 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.
- Telephone numbers and some email addresses are also stored on the Playgroup and Manager's phones which are password protected.
- Staff names, addresses, dates of birth, bank details and National Insurance numbers are also kept securely by the treasurer.

- Staff and committee names, addresses email addresses and DBS numbers are kept securely by the secretary and chairperson.

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

- Names addresses and telephone numbers yourself and emergency contacts
- Dates of birth
- National Insurance Number
- Email addresses
- DBS number and registration date

**While you are with us we store information regarding:**

- Appraisals and Supervisions
- Reflective logs
- Photographs
- Accident and Incident records
- Medication records.
- Records of concerns or complaints.
- Wage slips
- Time sheets
- EY2 letters of suitability

**Keeping information**

We will hold information about you only for as long as the law states we must. After this, we will dispose of it securely. We keep:

- Records of death, injury, disease or dangerous occurrence for 3 years (RIDDOR 1995).
- Staff Accident forms for 3 years after the last entry.
- Accident and Medical records as specified by COSHH for 40 years after the date of last entry (The control of Substances Hazardous to Health Regulations Act 2002 (COSHH).
- Accounting Records for 3 years from end of financial year (Companies Act 2006).

- Wage slips and salary records for 6 years (Taxes Management Act).
- Statutory Sick Pay records for 6 years after the employment ends (CIPD).
- Income Tax and National Insurance returns for 3 years after the end of the year they relate to (Income Tax (Employments) Regulations 1993).

### **Sharing Information**

We share your name, address, date of birth and national insurance number with Early Years book keeping for paying the wages. We have a copy of their Privacy Notice.

We share your name and date of birth with Leicestershire County Council for their records. They use this information to record training of staff.

### **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 policy was adopted at a meeting of Belton Playgroup Association:

Held on: 2<sup>nd</sup> June 2026

Signed on behalf of committee:



Name and role of signatory: Anna Spencer, Chair of Committee

Review date: April 2027

