**THE DAWNAY PLAYGROUP**

**Privacy Notice**

**Introduction**

The Dawnay Playgroup are the Data Controller for the purposes of the Data Protection Act/General Data Protection Regulation (GDPR) 2018. This notice is to help you understand **how** and **why** we collect personal information about you and your child and **what** we do with that information. It also explains the decisions that you can make about your own information. (When we refer to 'your' in this notice it may include you and your child)

**What is personal information?**

Personal information is information that identifies you as an individual and relates to you. This includes your contact details, financial information, educational and health information as well as information such as ethnic group, photographs, and video recordings.

**How and why does the playgroup collect and use personal information?**

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 the GDPR, we will inform you when you have a choice in this. Our main reason for using your personal information is to provide educational services to your child.

1. We obtain information about you from admissions forms and from your child's previous setting (if applicable). On occasion, we may also get information from professionals such as doctors and from local authorities.

2. We may need information about any court orders or criminal petitions which relate to you. This is so we can safeguard the welfare and wellbeing of your child and the other children.

3. We take photographs of the children for their learning journals and for displays.

4. We retain all your and your child's paper details in a secure cabinet until we are legally allowed to dispose of them.

**Storing Information:**

We keep your information on computer systems and on paper. Occasionally, your child's EYFS Learning Journey may need to be completed by their key person at home, due to time constraints within the setting.

**Financial information**:

We will process financial information about you in relation to payment of fees.

**Sharing personal information with third parties**

• In accordance with our legal obligations, we may share information with the local authorities for example, where there are safeguarding concerns.

• on occasion we may need to share information with the police.

• we may use advisors to assist us in fulfilling our obligations to help run the setting properly. We might need to share your information with them if this is relevant to their work.

• We may share some information with our insurance company, where there is a serious incident at the setting.

• If your child leaves us to attend another setting, we may need to provide that setting with information about you or your child.

• We may share information about you with others in your family, such as another parent where this is part of our obligation to take care of your child, as part of our wider legal and regulatory obligations.

• We may need to share information if there is an emergency for example, if your child is hurt whilst on our premises.

**Legal grounds for using your information:**

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing your information are:

**Legitimate Interest:** This means that the processing is necessary for legitimate interests except where the processing is unfair to you. The setting relies on legitimate interests for most of the ways in which it uses your information.

Specifically, the setting has a legitimate interest in:

• Providing educational and care services to your child;

• Safeguarding and promoting the welfare of your child (and other children);

• Promoting the objects and interests of the setting. This includes making sure we are able to enforce our rights against you, for example, so that we can contact you if unpaid fees are overdue;

• Facilitating the efficient operation of the setting; and

• Ensuring that all relevant legal obligations of the setting are complied with.

**Necessary for a contract**: We will need to use your information in order to perform our obligations under our contract with you. For example, we need your name and contact details so that we can update you on your child's progress and so that we can contact you if there is a concern.

**Legal Obligations:** Where the setting needs to use your information in order to comply with legal obligation, for example, to report a safeguarding concern. We may also need to disclose information to third parties such as the local authorities where legally obliged to do so.

**Vital interests:** For example, to prevent someone from being seriously harmed or killed.

We may also ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take away this consent at any time. Any use of your information before you withdraw remains valid.

**How long do we keep your information?**

We keep your information for as long as we need to in order to educate and care for your child. We retain children's records for three years after they have left the setting. These are kept in a safe place. Safeguarding records are kept until the child reaches the age of 21. When no longer needed records will be destroyed.

**Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information contact **The Dawnay Playgroup leader**

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

• a right to seek redress, either through the ICO, or through the courts

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

**Contact**

If you would like to discuss anything in this privacy notice, please contact: The Dawnay Playgroup leader