**Town Street Playgroup**

**Parent Privacy Notice**

Town Street Playgroup records, processes and keeps personal information about you and your child in accordance with Article 6 of the General Data Protection Regulations 2018.

 Town Street Playgroup is registered with the Information Commissioners Office.

This privacy notice explains what personal data is collected, why it is collected, how it is used and how it is protected.

**What Data is held**

Town Street Playgroup holds information about you and your child to allow it to comply with the Early Years Foundation Stage 2017, the Childcare Register 2016 and Ofsted Early Years Inspection Handbook 2016. Most of this information is statutory.

This information includes:

* Personal details required by EYFS and by the Local Authority for funding purposes
* Contractual details including attendance registers and fees information.
* Emergency details including your contact details and records of your child’s health and care needs.
* Safeguarding and child protection records
* Records required to support your child from other agencies and professionals
* Details about your child’s learning and development at home
* A copy of your child’s statutory 2 year progress check
* Observations of your child’s learning
* Assessments, individual planning and summaries of learning and development

The Data Audit contains full details of all information processed. This can be viewed in the GDPR Folder in the setting.

**What is done with the Data**

Town Street Playgroup is required to ensure the information it collects about you and your child/ren is treated confidentially and only shared when there is a need for it to be shared.

* With other settings or agencies involved in your child’s care
* With the Local Authority for the purposes of the funded places, and any additional funding claimed for your child
* Information about Town Street Playgroup income and expenses, including your invoices and payments, with HMRC.

**How Long is the Data Kept**

You have the right to request the deletion of your data where there is no compelling reason for its continued use. However Town Street Playgroup has a legal duty to keep certain information for a reasonable time in line with the Data Retention Policy.

**How is the Data Stored**

All paper copies of children's records are kept in a locked cupboard in locked room in the playgroup building or in locked cupboard at leader’s home.

( 83 Gledhow Park Ave, Leeds, LS7 4JL).

Information is also stored electronically on the setting computer at the leader’s home.This is protected with regularly updated antivirus software and secure password protection.

Town Street Playgroup uses 1 and 1 Internet Ltd to process emails and to host the Playgroup website. No personal data for parents or children is added to the website.

Town Street Playgroup uses Tesco as mobile phone provider to send and receive text messages, which are deleted after being received or sent.

Any portable data storage used to store personal data, e.g. USB memory sticks, are password protected and stored in a locked filing cabinet.

Town Street Playgroup transfers some data electronically to the Local Authority, e.g. funding claims using Mail Express a secure file transfer system.

Town Street Playgroup transfers some data electronically to Tapestry Online Learning Journal.

See <https://tapestry.info/privacy/> for more information.

**How is the Data Destroyed**

Paper records are shredded securely after the relevant retention period. Information stored electronically is deleted securely after the relevant retention period.

**What are Your Rights**

You have the right to access the data Town Street Playgroup holds about you and your child/ren and we will share this with you on request

If at any point you believe the information it processes about you is incorrect, you can request to see this information and have it corrected.

**Making a Complaint**

If you wish to make a complaint about how Town Street Playgroup handles your personal data or if you believe a data breach has occurred, you can contact Town Street Playgroup to investigate.

If you are not satisfied with the response or believe it is not processing your personal data in accordance with the law you can complain to the Information Commissioners Office (ICO) Tel. 03031231113

 **MAY 2018**