**General Data Protection Regulation Policy**

**Statement**

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Act 1998 that was in place. It was approved by the EU Parliament in 2016 and comes into effect on 25th May 2018.

GDPR states that personal data should be ‘processed fairly & lawfully’ and ‘collected for specified, explicit and legitimate purposes’ and that individuals’ data is not processed without their knowledge and only processed with their ‘explicit’ consent. GDPR covers personal data relating to individuals.

Town Street Playgroup is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, visitors and staff personal data.

The GDPR gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

Town Street Playgroup is registered with the ICO (Information Commissioners Office)

**GDPR includes 7 rights for individuals**

1**) The right to be informed**

Town Street Playgroup is a registered Childcare provider with Ofsted and as so, is required to collect and manage certain data. We need to know parent’s names, addresses, telephone numbers, email addresses, date of birth and National Insurance numbers. We need to know children’s full names, addresses, date of birth and Birth Certificate number. For parents claiming the free nursery entitlement we are requested to provide this data to Leeds City Council. This information is sent to the Local Authority via a secure electronic file transfer system.

We are required to collect certain details of visitors to our playgroup. We need to know visitors’ names, addresses and where appropriate company name. This is in respect of our Health and Safety and Safeguarding Policies.

As an employer Town Street Playgroup is required to hold data on its employees; names, addresses, email addresses, telephone numbers, date of birth, National Insurance numbers, bank details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK. This information is sent via a secure file transfer system to Capita for the processing of DBS checks.

2) **The right of access**

Town Street Playgroup is based at The Methodist Centre, Hawthorn Road, Leeds LS7 4PH

At any point an individual can make a request relating to their data and Town Street Playgroup will respond in a reasonable time. Town Street Playgroup can refuse a request, if we have a lawful obligation to retain data i.e. in relation to the EYFS, but we will inform the individual of the reasons for the rejection. The individual will have the right to complain to the ICO if they are not happy with the decision.

3) **The right to erasure**

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 children’s and parents and staff’s data for a reasonable time (see Retention Policy) before they can be erased. This data is stored securely at the Playgroup leader’s home and shredded/burnt/deleted after the legal retention period.

4**) The right to restrict processing**

Parents, visitors and staff can object to Town Street Playgroup processing their data. This means that records can be stored but must not be used in any way.

**5) The right to data portability**

Town Street Playgroup requires data to be transferred from one IT system to another; such as from Town Street Playgroup to the Local Authority, to shared settings and to Tapestry' Online Learning Journal. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

**6) The right to object**

Parents, visitors and staff can object to their data being used for certain activities like marketing or research. Town Street Playgroup does not share any data for these purposes.

**7) The right not to be subject to automated decision-making including profiling.**

Automated decisions and profiling are used for marketing based organisations. Town Street Playgroup does not use personal data for such purposes.

**Storage and use of personal information**

All paper copies of children's and staff records are kept in a locked cupboard in the Playgroup room in The Methodist Centre. Access to these records is limited to Playgroup Leader and Deputy Leader only. This room is locked when playgroup is closed. The keyholders are the Playgroup Leader, Deputy leader and Property Steward of The Methodist Centre.

Members of staff have access to children’s developmental records only.

Paper copies of children's and staff records are sometimes transported to the Playgroup Leader’s home for administrative purposes. Archived records are stored at the Playgroup Leader’s home in a locked cupboard and then shredded after the retention period.

Information about individual children is used in certain documents, such as, attendance register, medication forms, referrals to external agencies and disclosure forms. These documents include data such as children's names, date of birth and sometimes address. These records are shredded/burnt after the relevant retention period.

Town Street Playgroup also collects personal data of those on the waiting list. These records are shredded/burnt/deleted if the child does not attend or added to the child’s file and stored appropriately.

Information regarding families’ involvement with other agencies is stored both electronically on the setting computer (at home of Playgroup Leader) and in paper format, this information is kept in a locked cupboard in the Playgroup room in The Methodist Centre. Access to the cupboard is limited to Playgroup Leader and Deputy Leader only. This room is locked when playgroup is closed. The keyholders are the Playgroup Leader, Deputy leader and Property Steward of The Methodist Centre.

These records are shredded/deleted after the relevant retention period.

Upon a child leaving Town Street Playgroup and moving on to school or moving settings, data held on the child may be shared with the receiving setting/school. Such information will be delivered personally to the school setting, sent by recorded post or given to parent to hand over.

Town Street Playgroup stores personal data held visually in photographs or video clips or as sound recordings on setting devices which are passcode protected. (See Camera Policy)

Staff access to Tapestry Online Learning Journal is password protected. When a member of staff leaves the setting, their account is closed down and access denied. ( See Tapestry Privacy Policy and Town Street Playgroup Online Learning Journal Policy)

Any portable data storage used to store personal data, e.g. USB memory stick, are password protected and/or stored in a locked filing cabinet at home of leader.

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