



# Burrough Green Playgroup

Registered Charity Number: 1031074

**Burrough Green**

**Newmarket**

**CB8 9NH**

**Tel: 01638 506003**

[burroughgreenplaygroup@gmail.com](mailto:burroughgreenplaygroup@gmail.com)

[www.burroughgreenplaygroup.weebly.com](http://www.burroughgreenplaygroup.weebly.com)

## 10.15 Privacy Notice

### Introduction

At Burrough Green Playgroup we take your privacy seriously and are committed to ensuring that your personal data is protected in accordance with data protection laws and used in line with your expectations. This privacy notice explains in detail the types of personal data we may collect about you when you interact with us. It also explains how we'll store and handle that data, and keep it safe.

We know that there's a lot of information here, but we want you to be fully informed about your rights, and how Burrough Green Playgroup uses your data. We will explain things such as the legal reason for processing your personal data and how we ensure that your data is protected.

In addition to the information on our website, in some cases we are providing additional information about how we use data, for example to our members and parents that use our setting. We hope the following information will answer any questions you have but if not, please do get in touch with us.

### Who we are

When we refer to "we", "us" or "our", we mean Burrough Green Playgroup. Burrough Green Playgroup is unincorporated charity registered in England Wales (Registered Charity number 1031074), Information Commissioner's Office (ICO) (Registration number ZA334966) and Ofsted early years provider (Registration number 221815), the setting is registered at Bradley Road, Burrough Green, Cambridgeshire, CB8 9HN.

### The legal basis for handling your data

When collecting your personal data, we'll always make it clear to you, which data is necessary in connection with a particular service.

The law on data protection sets out a number of different reasons for which an organisation may collect and process your personal data, including:

#### Consent

In specific situations, we can collect and process your data with your consent.

For example when you tick a box to receive emails advertising the events we put on to support the Playgroup or when we send you certain marketing information. We ask for your consent to do this, and we will only send you this material for as long as you continue to consent. We also rely on consent when you allow us to take images of your child to track their development or pass that information on to third parties such as the schools and or other settings they transfer to Tapestry. We will also ask for your consent to allow us to collect information on your child's religion ethnicity or cultural background which, will be used to meet our requirements under the Early Years Learning Framework.

#### Contractual obligations

In certain circumstances, we need your personal data to comply with our contractual obligations.



Working together with Burrough Green Primary School





For example, we'll collect and store your contact and financial information in order to process your payments, for services provided to you and fulfil our contract with you. If you enter into a contract with us we will also need certain information to fulfil the agreement we have with you.

#### Legal compliance

If the law requires us to, we may need to collect and process your data.

For example, where we have child protection concerns we are obligated to pass the information on to law enforcement and the relevant department within the Local Authority.

We also are required to hold a list of members for the Charity Commission, which includes the name, address, nominated representative (if applicable), type and date of membership.

#### Legitimate interest

In specific situations, we require your data to pursue our legitimate interests in a way which might reasonably be expected as part of running our business and which does not materially impact your rights, freedom or interests.

For example, we will collect contact information for those with parental responsibility or those who will act as emergency contacts, that we will communicate with to ensure we provide a the best service possible to the children using our setting.

We will also collect and store information on your child's relevant medical records (e.g. vaccination history, allergies, disabilities), development, behavioral records and preferences, which will be used to provide them with an individual health plan if required and ensure we provide a safe setting which is tailored to meet the individual developmental needs for your child.

We will also send our members information on updates and policy changes by email and post.

#### **When do we collect your personal data?**

We collect your personal data or that of your child when:

- You complete our registration form to use our Playgroup setting.
- Your child is at the setting and we observe and record their development.
- You sign up to receive one of our newsletters, we ask for your name and your email address.
- You book any kind of appointment with us or book to attend an event, for example our annual general meeting.
- You communicate with us via social media and to gather support for our campaigns.
- You communicate with us using Tapestry online learning journal with information on your child's development.
- You choose to complete any surveys and provide your personal details.
- You request information about membership and then complete a joining form.
- You apply for a job to work or volunteer for us.
- Contact us by any means with queries, etc.

#### **The types of data we collect and how we use it**

- In order to use our setting we will require details about you and your children, including health, development and behavioral issues, to be able to support their welfare, health and development needs. In addition we will collect D.O.B, your address and emergency contact details, these will be collected in person or through our registration process. This will include optional information about ethnicity, race and religion which are used to meet our requirements under the Early learning Years Framework for and not required to attend the setting. We will also require information to be able to process your claim for up to 30 hours free child care.
- We require information about members (name, address, nominated representative (if applicable), type and date of membership) to



provide the Charity Commission, this will be collected through the registration process. This is a requirement of being a charity.

- We will ask for your consent to use your name and email address to email you with details about our events to support the setting.
- If you contact us with queries or complaints we will ask for information such as your name, e-mail address, telephone number and postal address (where applicable). We will use this information to respond to and communicate with you about your questions, comments or enquiry.
- To take up employment, volunteer we will evidence of documentation (including DBS checks, Passport, training records, references, curriculum vitae to be able to use certain services or to take up employment with us.
- We will need financial information if you take up employment or use our services.
- If you have a complaint about one of our services we will normally require your name, contact details and relevant information about your concern, in order to be able to resolve the matter.

### Disclosing information relating to a child

As children are unable to provide consent we ask those with parental responsibility to decide on the information provided to us, ensure it is relevant and remains up to date on behalf of the child.

### Who do we share your data with?

We sometime share your data with trusted third parties which include:

- Transferring data to another setting or school (Burrough Green Primary School) where your child transfers to a new setting or progresses when they reach school age.
- Tapestry who provide us with your children's learning Journal.
- Our Bank to process payments.
- Our insurance underwriter (only where applicable).
- Ofsted (only where applicable).
- The register of members register is shared with the Charity Commission.

In some cases we may have a legal obligation to share your personal data, for example, by a law enforcement agency, court or local government department that deals with child protection issue. To enforce or apply the terms and conditions of your contract with us; If it is necessary to protect our rights, property or safety or to protect the rights, property or safety of others.

### How do we protect your data?

We take the security of your personal data seriously. We have internal policies and strict controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed and to prevent unauthorised access. Any payment transactions will be encrypted.

Where we engage third parties to process personal data on our behalf, they:

- are obligated to comply with the requirements of data protection laws;
- are obligated to only use the data for the purpose/s for which it was supplied;
- are under a duty of confidentiality; and are required to implement appropriate technical and organisational measures to ensure the security of your data.

### Where do we store your data?

All data you provide to us is stored on secure computers or servers located within the UK or European Economic Area, where we use cloud based IT platforms outside of the European Economic Area, they will comply with ISO 27018 as a minimum. We may also store paper records in locked filing cabinets or locked cupboards.





Our third party processors will also store your data on secure IT systems which may be situated inside or outside of the European Economic Area. They may also securely store data in paper files.

**For how long do we keep yours and your child’s data?**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Where we are legally required to hold data we will look at deleting anything that it isn’t required for us to keep, this would include any optional sensitive data (for example race, ethnicity, cultural background).

Retention Periods

Data Records	Retention Periods
Accident data for staff, volunteers and visitors	3 Years after the date of the last entry
Statutory sick pay records, certificates	3 Years after the end of the tax year which they relate
Statutory Maternity pay records	3 Years after the end of the tax year in which the maternity period ends
Accounting records	6 Years
Income tax and National Insurance returns/records	3 Years after the end of the tax year which they relate
Wage, salary records (including overtime, bonuses, expenses, pension)	6 Years
Nursery Education Funding Scheme (NEF)	7 Years
Children’s records (including attendance records, register, medical records, accidents)	3 Years after the date they leave the setting
Children’s welfare records	Transferred to the new setting/school where a child leaves when known. If not records maintained until the child reaches 25 years old. Note: where there are ongoing concerns about a sibling a copy of the record may be retained until they have transferred to the new setting/school when known
Complaints records	6 Years from the date of the last entry
Trustee deeds, rules and trustee minutes	For the existence of the charity
Charity members register	10 Years from the removal from the register
Insurance liability documents	40 Years from the date of expiry
DBS checks and disclosures	6 Months after the date the recruitment decision was taken or when the dispute about the accuracy of the disclosure has been resolved. Note we MUST record: date of issue, name of subject, type of disclosure request, position for which it was requested, unique reference number and details of the recruitment decision taken.
Application forms and interview notes (for unsuccessful candidates)	1 Year
Personnel Files (including training, working time, disciplinary records)	6 Years after employment ceases
Redundancy details (calculations of payments, refunds, notification to the Secretary of State)	6 Years from the date of redundancy
Records of any reportable death, injury, disease or dangerous occurrence (RIDDOR)	3 Years after the last entry
Accident/medical records as specified by the control of substances hazardous to health regulation (COSHH)	40 Years after the last entry
Visitor books and signing in sheets	6 Years after the last entry



**Your rights**

As a data subject and or parent/ guardian with parental responsibilities you have a number of rights. You can:

- request to access and obtain a copy of your data or that of your child's on request;
- request that we change incorrect or incomplete data; and
- Where we rely on consent to processing your personal data you can request to withdraw your consent at any time for example, you may choose to stop receiving e-mails about events or by clicking the unsubscribe link in any e-mail we send to you.

If you would like to exercise any of these rights, please contact our setting Manager at [burroughgreenplaygroup@gmail.com](mailto:burroughgreenplaygroup@gmail.com).

**How to ask questions about this notice**

If you have any questions, comments or concerns about any aspect of this notice or how we handle your data please contact our setting Manager at [burroughgreenplaygroup@gmail.com](mailto:burroughgreenplaygroup@gmail.com)

**How to contact the Information Commissioner Office (ICO)**

If our setting Manager at [burroughgreenplaygroup@gmail.com](mailto:burroughgreenplaygroup@gmail.com) is unable to address your concern, please raise a complaint with Chair Trustee at [chairburroughgreenplaygroup@gmail.com](mailto:chairburroughgreenplaygroup@gmail.com).

If you are concerned about the way your data is handled and remain dissatisfied after raising your concern with our privacy team, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or <https://ico.org.uk/>

**Changes to this notice**

We keep this notice under regular review. Any changes to this notice will be posted on our website, so that you may be aware of how we use your

This notice was adopted by

Burrough Green Playgroup

On

25<sup>th</sup> May 2018

Date to be reviewed

25<sup>th</sup> May 2019

Signed on behalf of the provider

Name of signatory

Role of signatory