



## **GDPR Policy**

### **Statement of Purpose**

Old Rayne Playgroup is required to gather particular personal data and information in order to comply with legislation relating to early learning and childcare in Scotland.

Old Rayne Playgroup setting will gather and process all personal data and relevant consents; verbal or written, following GDPR guidance. Data will be treated confidentially and will uphold the rights of all individuals, involved in the service, children, parents, staff, students and volunteers.

Old Rayne Playgroup are required to hold information about the children and families using the service as well as staff working within the setting, ensuring compliance within the regulation. Processes will be in place to ensure the safe and secure storage of all data belonging to our service users; the detail of this storage is as follows, all files are kept within a secure cabinet, locked in a secure cupboard, data is kept on a memory stick and retained by core committee members.

[General Data Protection Regulation \(GDPR\)](#) came into effect on 25 May 2018 and expands on the current regime established by the Data Protection Act 1998 (DPA).

The term parents will be used to include all main caregivers.

### **Old Rayne Playgroup Privacy Policy**

#### **Who we are**

Old Rayne Playgroup gathers and processes your personal information in accordance with this privacy policy and in compliance with the relevant data protection Regulation and law. This notice provides you with the necessary information regarding your rights and obligations, and explains how, why and when we collect and process your personal data

***The personal data that we collect from you may include:-***

- \* Name
- \* Gender - When applicable
- \* Date of Birth - When applicable
- \* Home Address
- \* Personal Email – When applicable
- \* Home and or Mobile Telephone Number
- \* Information and observations to support your child's learning
- \* Medical information

***We collect information in the following ways:-***

- \* In person - When applicable
- \* Over the phone - When applicable
- \* By e-mail - When applicable
- \* Application Forms

**Information that we collect**

Old Rayne Playgroup processes your personal information to meet our legal, statutory and contractual obligations and to provide you with our services. We will never collect any unnecessary personal data from you and do not process your information in any way, other than already specified in this notice.

**How we use your personal data**

Old Rayne Playgroup takes your privacy very seriously and will never disclose, share or sell your data without your consent, unless required to do so by law. We only retain your data for as long as is necessary and for the purposes specified in this notice. Where you have consented to us providing you with promotional offers or marketing, you are free to withdraw consent at any time.

**The purposes and reasons for processing your personal data are detailed below:-**

- \* We collect your personal data to support a contract or a service requested by you.
- \* We collect and store your personal data as part of our legal obligation for business accounting and tax purposes.

**Your rights**

You have the right to access any personal information that Old Rayne Playgroup processes about you and to request information about: –

- \* What personal data we hold about you
- \* The purposes of the processing
- \* The categories of personal data concerned
- \* The recipients to whom the personal data has/will be disclosed
- \* We intend to store your personal data for the duration of our contract/service with you and will operate within existing legal requirements
- \* If applicable, where we gathered any supplementary information

If you believe that we hold any incomplete or inaccurate data about you, you have the right to ask us to correct and/or complete the information and we will endeavor to make the corrections as a matter of urgency. If there is a valid reason for not doing this, we will contact you and update you about this situation.

You also have the right to request the deletion of your personal data or to restrict processing in accordance with General Data Protection Regulation, as well as to object to any direct marketing from us and to be informed about any automated decision-making that we use. This relates to required communications in relation to the service we provide to you.

If we receive a request from you to exercise any of the above rights, we may ask you to verify your identity before acting on the relevant request; this is to ensure that your data is protected and kept secure.

### **Sharing and disclosing your personal information**

We do not share or disclosure any of your personal information without your consent, other than for the purposes specified in this notice or where there is a legal requirement. The processors acting on our behalf only process your data in accordance with instructions from us and comply fully with this privacy notice, which we have agreement of. They have agreed to adhere to the data protection laws and work within the requirements of required confidentiality and security measures. Regulatory requirements from governing bodies supercede the requirements of the regulation; where request is made by a non-regulatory organisation, your consent will requested.

We are required to share information without consent if:

- There is evidence that a child is suffering or at risk of suffering significant harm
- There is reasonable cause to suspect that a child may be suffering or at risk of suffering significant harm
- It will prevent a crime being committed or provide information where a crime may have been committed

- Refusing to share the information will have a negative outcome

### **Consequences of not providing your data**

You are not obligated to provide your personal information to Old Rayne Playgroup where it does not relate directly to our service to you, however, if this information is required for us to provide you with our services it may have a direct impact upon the level of service we can provide you with.

### **How long we keep your data**

Old Rayne Playgroup only ever retains personal information for as long as is necessary, for the duration of our contract/service with you. Where you have consented to us using your details for direct marketing, we will keep such data until you notify us otherwise and/or withdraw your consent. Regulatory requirements from governing bodies supercede the requirements of the regulation.

### **Marketing**

Old Rayne Playgroup would like to contact you with details of relevant services and information. If you consent to us using your contact details for these purposes, you have the right to modify or withdraw your consent at any time by contacting Old Rayne Playgroup directly.

### **Controlling information about you**

When you fill in a form or provide your details you will see one or more tick boxes allowing you to:

- \* Opt-in to receive marketing communications from us by email, telephone, text message or post.
- \* Opt-in to receive marketing communications from our third-party partners by email, telephone, text message or post.

If you have agreed that we can use your information for marketing purposes, you can change your mind easily by contacting us below:

Contact us at [oldrayneplaygrp@gmail.com](mailto:oldrayneplaygrp@gmail.com)

We will never distribute or sell your personal information to third parties unless we have your permission or the law requires us to.

Any personal information we hold about you is stored and processed under our data protection policy, in line with the Data Protection Act 1998 and (from 28th May 2018 onwards) Regulation (EU) 2016/679 ("GDPR"), the Privacy and Electronic Communications (EC Directive) Regulations (all as amended, updated or re-enacted from time to time), any law based on or seeking to enact any such provisions in the United Kingdom to the GDPR; and any applicable guidance or codes of practice issued by Working Party 29, the European Data Protection Board or Information Commissioner from time to time (all as amended, updated or re-enacted from time to time).

## **Security**

We will always hold your information securely.

To prevent unauthorised disclosure or access to your information, we have implemented strong physical and electronic security safeguards.