**PRIVACY NOTICE**

St Devenick’s Playgroup is a "data controller", meaning that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation (GDPR) to notify you of the information contained in this privacy notice.

For further information on the principles of GDPR please see ico.org.uk

This notice applies to current and former service users such as parents, carers and children. We may update this notice at any time.

**Data protection principles**

We will comply with data protection law. This says that the personal information we hold about you must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told you about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as necessary for the purposes we have told you about.
6. Kept securely.

*The kind of information we hold about you*

We will collect, store, and use the following categories of personal information about you:

* Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
* Date of birth of child
* Characteristcs (such as ethnicity, language and nationality)
* Next of kin and emergency contact information
* Medical and administration (such as doctors information, health visitor information, child health, dental health, allergies, medication and dietary requirements)
* Details of other childcare the child receives
* Safeguarding information (such as court orders and professional involvement)
* Additional educational needs
* Attendance (such as sessions attended, number of absences, absence reasons and any previous child care settings attended)

In addition we require consent for the following:

* Photography of children
* Administering of medicine
* To use contact information regarding duty rotas, newsletters and fundraising information
* Social media
* Text messaging

*Why we collect and use service user information*

We collect and use pupil information, for the following purposes:

1. to support additional needs
2. to assess the quality of our services
3. to keep children safe (food allergies, or emergency contact details)
4. to meet the statutory duties placed upon us for the Scottish Executive
5. Planning, observations and evaluating.

*How your personal information is collected*

We collect personal information about children and carers through our registration process.

We will collect additional personal information, as necessary, throughout the time the child attends playgroup.

Pupil data is essential for the playgroups’ operational use. Whilst the majority of service user information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

*Who we share pupil information with*

The parties who are likely to need to look at the information required include (but not exhaustive to):

* Aberdeen City Council
* Care Inspectorate
* Education Scotland
* Schools and settings that the child attend after leaving us
* Health Visitor

**Data security**

We have put in place measures to protect the security of your information. Details of these measures are available upon request.

Third parties, as stated above, will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit https://earlyyearsscotland.org/Media/Docs/Secure/Retention%20Periods%20for%20Documents%20(April%2015)\_ffea9c.pdf

## *Why we regularly share child information*

We do not share information about our service users with anyone without consent unless the law and our policies allow us to do so.

*Change of purpose*

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain reason which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

**Rights of access, correction, erasure, and restriction**

*Your duty to inform us of changes*

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes.

*Your rights in connection with personal information*

Under certain circumstances, by law you have various rights in connection with the personal information we hold about you. Further details are available upon request.

*What we may need from you*

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

**Changes to this privacy notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

If you have any questions about this privacy notice, please contact Chairperson St Devenick’s Playgroup on chair.stdevsplaygroup@gmail.com