

PRIVACY POLICY

Children in St Peter's Playgroup Wolvercote

General Data Protection Regulation (GDPR) 2018 and Data Protection Act 2018

At St Peter's Playgroup, we are committed to protecting and respecting your privacy. This Policy explains when and why we collect personal information from you, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

We obtain information about you and your child when you contact us about enrolling your child, complete the Enrollment Form, Treasurer's form, and Parental Declaration Forms for Oxford County Council (OCC) funding. We also collect information from your child's Special Needs Coordinator (SENCO), if applicable. We will update the records that we hold at least once a year.

The personal information we collect includes you and your child's name and date of birth, address, email address, phone number, national insurance number (OCC funding applicants only), contact details of emergency contacts and people collecting your child, and personal characteristics such as your ethnic group, special educational needs and any relevant medical information.

We hold this personal information and use it to:

- Provide a safe, healthy, and successful environment for your child;
- Support your child's teaching and learning;
- Monitor and report on your child's progress;
- Administer first aid, emergency and other medical care, when necessary;
- For the discharge of the Playgroup's tasks or functions; and
- Comply with laws, and government regulations/standards.

If you are applying for 2 or 3 & 4 year old funding, or Early Years Pupil Premium, we are required to provide you and your child's personal details to OCC via their secure portal.

If your child has a SENCO, we will send and receive information about your child via the Egress secure portal. This information includes confidential reports from Early Years Special Educational Needs Inclusion Teachers (EYSENITs), Speech and Language Therapy, health visitors and consultants at Children's Hospital.

Personal information relating to child protection may be shared as part of a multi-agency child protection team.

You and your child's personal information will be held in a secured location such as password-protected electronic files or if paper, in a locked filing cabinet. You and your child's personal information will be destroyed at the end of the academic year after your child leaves Playgroup (or the year an application was made if the child never attends). Records relating to child protection will be kept for 7 years after our last contact with the child and their family. In the event of a reportable death, injury, disease or dangerous occurrence, data will be stored for 3 years in keeping with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

We will not give information about you or your child to anyone outside the setting without your consent unless the law and our rules allow us to.

You have the right to see a copy of the information we hold and share about you and your child. You have the right to have you and your child's personal information restricted, deleted or rectified.

If you have any questions regarding this Policy, our privacy practices or would like to make a data access request, please contact the Playgroup supervisor/manager or Data Protection Officer at:

St Peter's Playgroup Wolvercote

St Peters Church Rooms

First Turn

Oxford OX2 8AQ

Website: www.stpetersplaygroupwolvercote.org.uk

Email: stpetersplaygroupwolvercote@gmail.com

Telephone: 07851 582230

You can contact the Information Commissioner's Office (ico.org.uk) if you think there is a problem with the way we are handling your data.