



## Data Protection Policy

### 1. General Statement

St. Augustine's Playgroup is committed to a policy of protecting the rights and privacy of individuals, including children and their families, employees, committee members, volunteers and other members of the public, in accordance with the EU - General Data Protection Regulation (GDPR) 2016/679.

The playgroup is required to keep and process personal data to enable it to monitor performance and achievements. It is also necessary to process information so that staff can be recruited and paid, activities organised and legal obligations to funding bodies and government fulfilled.

The Playgroup will take all reasonable steps to do so in accordance with this policy to ensure that all this information about individuals is collected and used fairly, stored safely and securely, and not disclosed to any third party unlawfully.

### 2. Accessibility of this document

This policy is written using clear and plain language for the accessibility of all data subjects (or their representatives in case of the children) of the Playgroup. The Policy is accessible at the setting where it is kept in the Policies Folder.

### 3. Data Protection Controller and Data Protection Officer

St Augustine's Playgroup, as a registered charity, is the Data Controller under the GDPR, and the organisation is therefore ultimately responsible for implementation. However, Designated Data Controllers will deal with day to day matters. The playgroup's Designated Data Controller (DDC) is: **Veronique Morceau (The Playgroup Manager)**

### 4. The Principles

St Augustine's Playgroup will comply with the Data Protection principles contained in the legislation to ensure all data is:

- Fairly and lawfully processed in a transparent manner.
- Processed for a legitimate purpose.
- Adequate, relevant and not excessive.
- Accurate and up to date.
- Not kept for longer than necessary.
- Processed in accordance with the data subject's rights.
- Processed securely.

## **5. Compliance**

Compliance with the legislation is the personal responsibility of all members of St Augustine's playgroup staff, volunteers and committee members who process or use any Personal Information. They must ensure that they follow these principles at all times.

Individuals who provide personal data to the playgroup are responsible for ensuring that the information is accurate and up-to-date.

All staff are responsible for checking that any information that they provide to the playgroup in connection with their employment is accurate and up to date.

Any member of staff, committee member or volunteer, who considers that this policy has not been followed in respect of personal data about him/herself, should raise the matter with the Designated Data Controller initially. If the matter is not resolved it should be raised as a formal grievance.

## **6. Collecting and Processing Personal Data**

Personal information is defined as any details relating to a living, identifiable individual. Within the playgroup this applies to employees, committee members, volunteers, children and families, and members of the public such as job applicants and visitors. We need to ensure that information relating to all these people is treated correctly and with the appropriate degree of confidentiality.

The playgroup holds Personal Information in respect of its employees, committee members, volunteers, children and families, and other members of the public. The information held may include an individual's name, postal, e-mail and other addresses, telephone and facsimile numbers, subscription details, organisational roles and membership status.

Whenever information is collected about people, they should be informed why the information is being collected, who will be able to access it and to what purposes it will be put. The individuals concerned must agree they understand and gives permission for the declared processing to take place, or it must be necessary for the legitimate business of the playgroup.

In particular, information about the playgroup staff and committee members may be used in the following circumstances:

- The playgroup may obtain, hold, process, use and disclose information in connection with the administration, management and business activities of the playgroup, including making and keeping lists of members and other relevant organisations.
- The playgroup may confirm to any third party whether or not any person is a staff member or committee member of the playgroup.
- The playgroup may provide approved organisations that have the legal right with lists of names and contact details of members or other relevant organisations only where the members or other relevant organisations have given their consent.
- The playgroup's internal staff and users contact list will not be a public document and information such as mobile telephone numbers or home contact details will not be given out, unless prior agreement has been secured with the data subject in question.

As part of the registration process, the Playgroup will ask children's legal guardians to read and sign a Privacy Notice detailing the type of personal information processed and the legal basis for processing that data.

Personal Information is kept in order to enable the playgroup to understand the history and activities of individuals or organisations within the voluntary and community sector and to effectively deliver services to its children and families.

Some Personal Information is defined as Sensitive Data and needs to be handled with special care. Sensitive personal data includes data relating medical information, gender, religion, race, sexual orientation, trade union membership, child protection information. The Playgroup does not maintain registers of or process data on Criminal Convictions and offences, other than is required for safeguarding purposes. Specifically, Enhanced DBS checks are required for all employees, volunteers and Committee members. Where convictions or adverse findings are present, that data is used as part of a risk assessment.

## **7. Publications**

St Augustine's Playgroup may wish to process some non-sensitive personal data for purposes considered informative, direct marketing and fundraising, either within the setting (such as Newsletter, parents' email list) or on a broader scale, outside the setting (such as publications, website). When there is no lawful basis on which to process the personal data, the Playgroup will ensure that the individual give their consent for the processing. Data subjects will be asked for consent to opt-in in those occurrences.

In particular, information about the playgroup staff and committee members may be used in the following circumstances:

- The playgroup may publish information about itself including lists of staff and committee members, by means of newsletters, website or other publications.
- The playgroup may provide approved organisations that have the legal right with lists of names and contact details of members or other relevant organisations only where the members or other relevant organisations have given their consent.
- Names of and a means of contacting the playgroup manager will be published within publicity leaflets and on the website.
- Photographs of staff, parents and children may be displayed at the playgroup or placed on the website with their consent.
- The playgroup's internal staff, committee members and parents' contact list will not be a public document and information such as mobile telephone numbers or home contact details will not be given out, unless prior agreement has been secured with the data subject in question.

## **8. Data Security**

An appropriate level of data security must be deployed for the type of data and the data processing being performed. All staff, committee members and volunteers who process or use any Personal Information are responsible for ensuring that:

- Any Personal Information which they hold is kept securely
- Personal Information is not disclosed either orally or in writing or otherwise to any unauthorised third party.

Staff, committee members and volunteers should note that unauthorised disclosure will usually be a disciplinary matter, and may be considered gross misconduct in some cases.

Personal information should be:

- kept in a locked filing cabinet or in a locked drawer
- or if it is computerised, be password protected
- or kept only on disk which is itself kept securely
- ensuring that PC screens are not left unattended without a password protected screen-saver being used.

Some other personal data however may be appropriate for publication or limited publication within the Playgroup, therefore having a lower requirement for data security, for example allergy information, Newsletters, parents email list.

When data held in accordance with this policy is destroyed, it should be shredded. Particular care should be taken to delete information from computer hard drives if a machine is to be disposed of or passed on to another member of staff.

### **9. Duty to Disclose Information**

There is a legal duty to disclose certain information, namely, information relating to Child Protection, which will be disclosed to social services team, or Drug trafficking, Female Genital Mutilation, money laundering or acts of terrorism or treason, which will be disclosed to the police.

### **10. Subjects Access Rights (SARs)**

Under the GDPR, Data subjects (employees, committee members, volunteers, children and their families, and other members of the public) have the right of access their Personal data held by St Augustine's Playgroup. The GDPR stipulates that all subjects have:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

Any data subject wishing to access their personal data should put their request in writing to the DDC, who will endeavour to respond to any such written requests as soon as is reasonably practicable and, in any event, within one month. Proof of identity is required before any information will be made available.

Only the DDC may accept or respond to a Subject Access Request. Any other staff receiving such a request must pass it to the DDC for processing or refer the person making the request to the DDC.

This policy and the Privacy Notice are part of these rights. Any individual wishing to exercise any of these rights please need to contact the Designated Data Controller. Not all rights are applicable to all personal data, and may depend on the lawful basis that personal data is being processed under.

## 11. Retention of Data

St Augustine's playgroup will keep some forms of information for longer than others, in particular in case of sensitive information. In general information about children will be kept for 6 years after they use the services, unless other bodies, such as funders, require the playgroup to keep the information longer or in case of sensitive information related to Child Protection.

The Playgroup may store some data such as registers, photographs, achievements, books and works indefinitely in its archive.

It will also need to retain information about staff. In general, all information will be kept for 6 years after a member of staff leaves the playgroup. Some information however will be kept for much longer, for example, if required by funders. This will include information necessary in respect of pensions, taxation, potential or current disputes or litigation regarding the employment, and information required for job references.

## 12. Reporting Data Breach

Under the GDPR, all organisations have to report to report certain types of personal data breach to the Information Commissioner's Office (ICO). This must be done within 72 hours of becoming aware of the breach, where feasible.

If the breach is likely to result in a high risk of adversely affecting individuals' rights and freedoms, those individuals will also be informed without undue delay.

An investigation will take place to ensure that such breach is avoided in the future. A record of any personal data breaches, regardless of whether we are required to notify, will be kept.

This Policy will be reviewed yearly.

This policy was adopted at a meeting of

**St. Augustine's Playgroup**

Held on (date)

Signed on behalf of the  
Management  
Committee/Proprietor

Role of signatory (e.g.  
chairperson etc.)

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