**Stratton Playgroup**  **Privacy notice – visitors**

Stratton Playgroup – New Road, Stratton, Bude, Cornwall EX23 9AP

We collect personal data about you to manage the onsite visit you have with us. Personal details that we collect about you includes:

* your name
* the date of your visit, time *in* and *out*
* reason for visit (not mandatory)

We collect this information from you, on arrival and departure.

We use personal data about you in order to fulfil a specific function. This includes using your data to:

* be actioned for tasks such as health, safety and evacuation purposes *(only your name, date and times of your visit are mandatory for the purposes of building risk assessment)*

You will also have the right to withdraw your consent at any time.

**If a visitor wants us to delete and remove their information, they can simply take their visitor slip with them on leaving the premises, or they can ask for the slip to be shredded by a member of our staff.**

The tick boxes on the visitor slip allows the visitor to confirm that they have read our privacy policy; and consent to us holding their data

In order for us to meet our legal obligations we will also share your data as required with Ofsted as part of the inspection process

We will also share your data if:

* We are legally required to do so, for example, by law, by a court
* to protect a child or children, for example by sharing information with the Local Authority Designated Officer, social care or the police
* it is necessary to protect our/or others rights, property or safety

We will never share your data with any other organisation to use for their own purposes.

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by storing in a locked filing cabinet.

We retain your personal data on visitor slips – keep for 3 years, or until our next Ofsted inspection

We do not make any decisions about you based solely on automated decision-making.

You have the right to:

* request access, amend or correct your personal data
* request that we delete or stop processing your personal data, for example where the data is no longer necessary for the purposes of processing
* request that we transfer your personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, 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 [ico.org.uk/](https://ico.org.uk/)

**Changes to this notice**

We keep this notice under regular review. You will be notified of any changes where appropriate.

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| This notice was adopted by | Stratton Playgroup | *(name of provider)* |
| On | 17/10/2022 | *(date)* |
| Date to be reviewed | Oct-2025 | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair, director or owner) |  | |