**Stratton Playgroup**

**2.9a Privacy notice – committee members**

**Stratton Playgroup’s Privacy Notice - employees**

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

**Introduction**

At Stratton Playgroup, we are committed to ensuring that any personal data we hold about you is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

**What personal data do we collect?**

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

* your name, address, date of birth, telephone number
* your marital status
* your bank account details (to pay expenses - only if applicable)
* your criminal record
* information about you in order to comply with the Disqualification by Association Regulations (only if applicable)

We collect this information from your starter forms and through other correspondence (if relevant). We will also collect information from criminal record checks from the DBS.

**Why we collect this information and the legal basis for handling your data**

We use personal data about you in order to fulfil the trusteeship contract you have entered into. This includes using your data to:

* fulfil the terms of our trusteeship relationship with you
* pay your expenses (only if applicable)

We also process your personal data in line with our legitimate interest for the following reasons:

* maintain accurate records
* to implement our policies and procedures and keep appropriate records

We also process certain categories of data to comply with legal obligations. This includes:

* information relating to criminal records

With your consent we may wish to take photographs of you to promote the setting. If this is the case we will ask for your consent in writing and provide further details. You will also have the right to withdraw your consent at any time.

**Who we share your data with**

In order for us to fulfil the terms and conditions of your trusteeship relationship and to meet our legal obligations we will also share your data as required with the following categories of recipients:

* Ofsted as part of the recruitment and inspection process
* the Disclosure and Barring Service (DBS) to establish suitability for trustees in the setting
* an umbrella body that is able to process DBS applications on our behalf
* banking services to pay your expenses (only if applicable)
* with parents and service users so that they have an understanding of who is on the committee

We will also share your data if:

* We are legally required to do so, for example, by law, by a court or the Charity Commission
* 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
* with our legal advisor where it is necessary to apply the terms and conditions of your trusteeship contract or where there is a dispute
* We transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way

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

**How do we protect your data?**

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

We use encrypted data sticks or drives for any personal data that is used to produce documents necessary for effective running of the preschool. Paper documents are stored securely in locked filing cabinets.

**How long do we retain your data?**

We retain your personal data as follows:

* trustee records – 6 years after trusteeship ceases
* expenses payments – 6 years

**Automated decision-making**

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

**Your rights with respect to your data**

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 | **24/01/2023** | *(date)* |
| Date to be reviewed | Jan-26 | *(date)* |
| Signed on behalf of the provider |  |
| Name of signatory |  |
| Role of signatory (e.g. chair, director or owner) |  |