

**GDPR Policy (data protection policy).**

Playpals is dedicated to ensuring that all information stored about parents, carers, children and staff are kept as secure as possible at all times and stored in accordance to the general data protection regulation (GDPR) which is effective from 25th May 2018.

Playpals is registered with the ICO (Information Commissioners Office) under registration reference: ZA349347 and has been registered since 25th April 2018.

**GDPR includes 7 rights for individuals.**

1. The rights to be informed.

Playpals is registered with OFSTED and so is required to collect and manage certain data. We need to know parents’ names, addresses, telephone numbers, email addresses, date of birth and national insurance numbers, Need to know child’s full names, date of birth, address and birth certificate. For parents calming the free nursery entitlement we send this data to Solihull local authority via a secure electronic website.

As an employer Playpals is required to hold data on its employees; names, address, email addresses, phone numbers, date of birth, national insurance number, passport details, drivers licence, bank details, qualifications. This information is also required for Disclosure and Barring Service (DBS Checks). We require proof of eligibility to work in the UK. This information is sent via a secure website to Capita for DBS Checks.

Playpals website does not use Cookies.

1. The right of access.

Anyone can request to see data kept about them. Playpals will respond within a week. Playpals can refuse the request but will give a reason why and the individual can complain to the ICO if they are not happy with the decision made.

1. The right to erasure.

You have a right to request deleltsion of your data. However, Playpals have a legal duty to keep certain records for a length of time:

* Children’s accident/ injury records for 19 Years (or until the child reaches 21)
* Child protection records for 22 Years (or until the child reaches 24)
* Staff records kept for 6 Years after they have left.
* Registers for 6 Years.
* Children’s and parent’s details kept indefinitely.

The data is archived securely off-site and shredded after the period.

1. The right to restrict processing.

Parents and staff have the right to object to Playpals using their data. Their records can be stored but must not be used in any way e.g. for communications.

1. The right to data portability.

Playpals require date to be transferred from Playpals to Solihull local authority and to Playpals holiday club.

1. The right to object.

Parents and colleagues can objected to their data being used for marketing or research. Playpals does not use this.

1. The right not to be subject to automated decision-making including profiling.

Playpals does not use personal data and profiling.

**Storage and use of personal information.**

All paper copies of staff information are kept in a locked cupboard in the office. Staff can have access to their personnel files on request. Contents of the personnel files are shredded when they leave however the staffs contact logs are kept indefinitely on the hard drive.

Paper copies of children’s contact detail are kept in the office but not locked away in line with our risk assessment as we need to be able to contact parents in emergencies. Within 2 years of the child leaving their records are scanned onto the hard drive and stored indefinitely. Paper copies are shredded.

Information about individual children is used in certain documents, such as, a weekly register, medication forms, referrals to external agencies and disclosure forms. These documents include data such as children’s names, date of birth and sometimes address. These records are shredded after the relevant retention period.