



Holy Corner Community Playgroup General Data Protection Regulation - GDPR

Dear Parents and Carers,

As many of you will be aware, the new GDPR (General Data Protection Regulation) came into force on 25th May 2018. This means that everyone has a right to know what personal information we are collecting and what we will do with that personal data.

At Holy Corner Community Playgroup, we collect names, email addresses, home addresses, telephone numbers, dates of birth, medical information and other personal data for the following purposes:

- **Enrolment** – we collect personal details such as email address, home address, child name, child date of birth etc. for the purposes of enrolment
- **Starting Playgroup** – we collect personal details such as contact numbers and medical information, so we can contact you in the event of an emergency. We also store GP details for each child in case of emergency
- **Register** – we take a daily register of children for fire regulations, this register also contains home address and contact numbers in case of emergency
- **Rota** – we collect email addresses and contact telephone numbers for the purposes of organising a helper-rota. This information is shared with other parents and carers on the rota
- **Newsletter** – we collect email addresses to send out a monthly newsletter, keeping you informed of what's going on at playgroup
- **Funding** – we collect and share all the information from the funding form with Edinburgh Council for the purposes of applying for council funding
- **Photographs** – we take photographs of the children which are stored on our camera and computer, both of which are locked away each night. If we have your permission, these photos may appear in displays, newsletters, website and Personal Learning Profiles (PLP's)
- **Feedback** – we collect comments and feedback from our families via our playgroup surveys, so we can strive to improve our practice
- **PVG** – we collect personal information for the PVG applications and share this information with Volunteer Scotland and Disclosure Scotland who countersign and issue the PVG's

A lot of this personal information is securely locked away in our playgroup filing cabinet at night, however a lot of information is exchanged via email so is stored on multiple computers and in multiple email accounts.

Some of your personal information is shared within the playgroup community as it is needed by staff and committee members for their roles. For example:

- Enrolment Secretary needs children’s names and dates of birth so they can organise start-dates for each child
- Fees Secretary needs children’s attendance records to calculate the correct fees plus they need email addresses to send out the fee letters
- Rota Secretary needs all email addresses and contact numbers to organise the weekly rota
- Treasurer may need bank details for paying back expenses
- Business Manager needs a list of names and email addresses to send out the monthly newsletter. Business Manager also needs to share details of fees payments with the Treasurer & Fees Secretary

Our guidelines from Early Years Scotland suggest that we keep historical records for the following amount of time:

Document	Retain for
AGM minutes	No legal obligation to retain but for historical record, keep for as long as group exists
Committee meeting minutes	5 years
Finance records	6 years plus the current year books
Registers	5 years
Enrolment forms	5 years
Insurance info / certificates	5 years
Accident / incident reports	5 years
Employment records	6 years plus the current year records
Other / Children’s personal records (medical / additional support needs info etc.)	10 years

We need to ensure that all families are happy with the way we collect and store data about them. Please sign below to say that you and your family are happy with the collection and storage of your (and your child’s) personal data:

Name: _____

Signature: _____

If you have any concerns about your personal data please contact our Business Manager, Shiefra Headey at: shiefra.headey@gmail.com

Holy Corner Community Playgroup Staff