

Sprowston Nursery Playgroup  
Methodist Church  
Wroxham Road  
Sprowston  
NR7 8AD

## Privacy Notice

### Introduction

We, Sprowston Nursery Playgroup are the Data Controller for the purposes of the General Data Protection Regulation 2018. Sprowston Nursery Playgroup is registered with the Information Commissioners Office (ICO) for the purpose of the Data Protection Register. This notice is to help you understand how and why we collect personal information about you and your child and what we do with this information.

### What is personal information?

Personal information is information that identifies you as an individual and relates to you. This includes your contact details, education and health information, attendance and sessions attended details, Special Educational needs information, as well as information such as ethnicity, language, photographs and videos.

### Data Sharing

We only share information about you and your child with carefully selected and monitored organisations such as our Local Authority, Tapestry Online Assessment Tool for the purpose of your child's development, Our Accountants/Auditors for the purpose of bookkeeping and Schools/Pre-schools that you child will attend when leaving us. E mail addresses supplied will only be used by playgroup to send newsletters and information directly to you.

We will not disclose your information to another third party without consent or when we are satisfied that we are legally entitled to share such data under Data protection laws concerning the safeguarding of you and your child.

Your information will be held securely on paper and computer in accordance with the General Data Protection Regulations. It will be stored securely and held in line with Norfolk County Council Record Retention Policy.

Under data protection legislation you have the right to request access to information that we hold about you and your child. To make a request for your personal information please contact the playgroups Supervisor, Carol Clarke.

I understand I can withdraw my consent for information sharing and that I need to inform Sprowston Nursery Playgroup if my wishes change.

Parent Signature.....

Print.....

Date.....