



1st May 2018

Dear Parent/Guardian

GDPR Privacy Notice

As you may be aware, on 25 May 2018 the new General Data Protection Regulation (GDPR) legislation comes into effect. As a result of this it is necessary for us to inform you about how Sunbeams controls your personal information and what personal information we hold on you.

Data protection principles

Under the GDPR, there are six data protection principles that Sunbeams must comply with. These provide that the personal information we hold about you must be:

1. Processed lawfully, fairly and in a transparent manner.
2. Collected only for legitimate purposes that have been clearly explained to you and not further processed in a way that is incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to those purposes.
4. Accurate and, where necessary, kept up to date.
5. Kept in a form which permits your identification for no longer than is necessary for those purposes.
6. Processed in a way that ensures appropriate security of the data.

What types of personal information do we collect about you?

Sunbeams collects, uses and processes a range of personal information about you and/or your child. This may include:

- contact details, including names, addresses, telephone numbers and personal e-mail addresses
- emergency contact details/next of kin
- dates of birth and copies of birth certificates
- gender
- marital status
- the start and end dates of your child's attendance at Sunbeams
- details of attendance(s) at other pre-school establishments
- your bank account details
- your national insurance number(s)
- details of your child's development, including care plans and the opinions of Sunbeams'

- staff and professional advisors
- any investigation reports, collated evidence, minutes of meetings, hearings and appeal hearings
- details and opinions regarding your child's health and well-being
- photographs

How do we collect your personal information?

Sunbeams may collect your personal information in a variety of ways. It may be collected during the registration process or during you/your child's time at Sunbeams.

Your personal information may be stored in different places, including in hard copy files, on IT hard drives, memory sticks and e-mail systems.

Why and how do we use your personal information?

Sunbeams will only use your personal information when the law allows us to. These are known as the legal bases for processing. We will use your personal information in one or more of the following circumstances:

- where we need to do so to perform the obligations of the pre-school
- where we need to comply with a legal obligation
- where it is necessary for our legitimate interests (or those of a third party), and your interests or your fundamental rights and freedoms do not override our interests.

Who has access to your personal information?

Your personal information may be shared internally within Sunbeams, including members of staff and members of the Committee.

Sunbeams may also share your personal information with third-party service providers (and their designated agents), including:

- external organisations for the purposes of funding claims
- OFSTED
- social service providers
- external auditors
- professional advisers, such as lawyers and accountants

How does Sunbeams protect your personal information?

The Sunbeams Committee has put in place measures to protect the security of your personal information. These measures are reviewed at regular Committee meetings.

The Treasurer of Sunbeams is responsible for ensuring compliance with these measures.

For how long does Sunbeams keep your personal information?

Sunbeams will only retain your personal information for as long as is necessary to fulfil the purposes for which it was collected and processed, including for the purposes of satisfying any educational, legal, tax, health and safety, reporting or accounting requirements.

Your rights in connection with your personal information

It is important that the personal information we hold about you is accurate and up to date. Please keep us informed if your personal information changes, e.g. you change your home address so that our records can be updated. Sunbeams cannot be held responsible for any errors in your personal information in this regard unless you have notified us of the relevant change.

As a data subject, you have a number of statutory rights. Subject to certain conditions, and in certain circumstances, you have the right to:

- request access to your personal information - this is usually known as making a data subject access request and it enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it
- request rectification of your personal information - this enables you to have any inaccurate or incomplete personal information we hold about you corrected
- request the erasure of your personal information - this enables you to ask us to delete or remove your personal information where there's no compelling reason for its continued processing, e.g. it's no longer necessary in relation to the purpose for which it was originally collected
- restrict the processing of your personal information - this enables you to ask us to suspend the processing of your personal information, e.g. if you contest its accuracy and so want us to verify its accuracy
- object to the processing of your personal information - this enables you to ask us to stop processing your personal information where we are relying on the legitimate interests of the business as our legal basis for processing and there is something relating to your particular situation which makes you decide to object to processing on this ground
- data portability - this gives you the right to request the transfer of your personal information to another party so that you can reuse it across different services for your own purposes.

If you wish to exercise any of these rights, please contact the Treasurer.


If you believe that Sunbeams has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner's Office (ICO) at any time. The ICO is the UK supervisory authority for data protection issues.

Contact

If you have any questions about this privacy notice or how we handle your personal information, please contact the Treasurer (treasurersunbeams@gmail.com).

Please sign and return the attached form to confirm your receipt and understanding of this notice.

Yours faithfully



Stephen Johnson- Treasurer

I acknowledge receipt of the Sunbeams GDPR Privacy notice and I confirm that I have read and understood it.

Signed:

Print name:

Your child's name:

Dated: