

Wenvoe Playgroup CIO

Privacy Notice

To be read in conjunction with our Child Protection Policy & Confidentiality Policy and COVID-19 Policy and Procedure.

What we do

Wenvoe Playgroup CIO support families by offering care for Children from the age of 2 years and 4 months until reception age. We also support 'Breakfast Club' for those in attendance at Gwenfo School up to 7 years of age. The playgroup is a registered charity, number: 1179164.

In order to carry out our work effectively and in line with statutory requirements we have to collect, hold and use information about people. These include service providers, service users & their children and representatives of service users. This may include information by which specific individuals can be identified and information which is sensitive to the individuals concerned.

The types of information we hold

In order to fulfil statutory requirements, we have to collect and hold personal information. Personal information is that by which an individual can be identified. This information can be sensitive in nature (for example, it can be about the well being of a Child and/or staff/adult police information). Below is a list of the main types of personal information we collect and hold. The nature of our work means that we cannot know in advance all types of personal information that we will be presented with as we need to collect and hold various types of information to fulfil our statutory responsibilities.

- General Information – Name, address, date of birth, age, gender, nationality, religion, language, medical, dietary and additional needs, contact details of extended family, references, photographs & copies of photographic identification, NI Numbers, telephone numbers, email addresses
- Third party – Name, address, contact numbers, qualification & training information
- Medical – information & care plans for children
- Individual Assessments on Children's learning and development.
- Photographs of Children for their scrap books and display/promotion
- Law enforcement – DBS checks, Police records, convictions, allegations of misconduct at work
- Safeguarding - Child protection referral information, Abuse allegation.

What we do with your information

The personal information which we collect and process enables the Playgroup to ensure the safety and well-being of all staff and service users. Information regarding Children registered at the group will be kept for 3 years as a minimum, as required by law (with the exception of accident forms which are kept for 21 years as required by insurers. Some information may be kept longer

Information may be kept longer where child protection issues are raised and shared with third parties such as CIW, Police and those with statutory responsibilities for the protection of Children.

Personal information will also be processed to the extent necessary, to support interventions against any person who may be in default of their statutory duties. Personal information may also be shared with other regulatory or law enforcement bodies where we are required by law to do so or where sharing the information is consistent with our statutory functions.

Who we share your information with!

We only share information with other organisations when it is lawful to do so. Typically, this is to aid the safeguarding and support of Children in our care. We do not share your data with third parties without your permission except in cases of Safeguarding where a Child would be placed at significant risk to harm.

The organisations we share information with as required by law are;

- Financial Services – HMRC - Her Majesty's Revenue & Customs
 - Local Authorities – Social Services & CIW – Care Inspectorate Wales
 - Emergency Services – Welsh Ambulance, NHS Trust
 - Law Enforcement – Police & DBS - Disclosure & Barring Service
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- Test ,Trace & Protect whilst COVID-19 is in circulation.

We may pass on your telephone number and/or contact details.

The NHS Wales Test, Trace and Protect service asks people who have tested positive to identify their close recent contacts and key contact details. The contact tracer does not pass on the name of the individual who has tested positive for coronavirus to the people they have been in close contact with unless their permission is given. They are simply advised that due to close contact with someone who has tested positive for coronavirus, they may be at risk.

Our website

Cookies

Cookies, also known as browsers or tracking cookies, are small text files that are added to your computer when you visit a website. They help websites to perform certain functions e.g. to know who you are if you log into a restricted part of a website, for shopping carts and for tracking purposes.

Wenvoe Playgroup CIO use the following cookies:

Analytics:

We use cookies on our website for tracking purposes. The cookies allow us to understand general traffic to our website for example the number of visitors and length of time on site. This process does collect data, but in an anonymous form, to help us make improvements, develop the website and enhance the user experience.

Privacy preferences

We use a tracking cookie, which is added to our computer, to remember your cookie preferences i.e. if you have allowed or disallowed them.

Manage Cookies

If you would like to opt-in or opt-out of using cookies then you should be able to do so using your browser settings. You can review cookie settings at any time.

Please note that you cannot opt-out of the deployment of cookies that are necessary for delivery of our website or service to visitors.

Links to other websites

Our website may contain links to enable you to visit other websites of Interest easily. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide while visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Your rights

You have the right to:

- Access all documents related to your Child that we hold
- Require us to rectify inaccuracies in that information
- Ask us to delete any personal information held
- Lodge a complaint with the Information Commissioners Office (ICO)

However, you should note that there may be exceptions to these rights under certain circumstances for example; if it is unlawful to do so or where safeguarding may be compromised or when law enforcement actions are underway.

For any concerns relating to specific personal information please contact:

The Data Protection Controller
Wenvoe Playgroup CIO
The Village Hall
Station Road West
Wenvoe
CF5 6AG

Email wenvoeplaygroup@btinternet.com

OR

The Information Commissioners Office
Wycliffe House
Water Lane
WILMSLOW
Cheshire
SK9 5AF

Tel: 01625 545 745

Website: www.ico.org.uk