



## Privacy Policy

In accordance with the GDPR Splat Messy Play Ltd (SMP) has a duty to abide by the requirements of the GDPR.

We process personal data relating to those that work with us, or are otherwise engaged to work as, part of our workforce in accordance with Article 6 - "the rights of data subjects" under Data Protection Act 1998. (Processing of special categories of personal data under the GDPR - from May 2018).

SMP collect, hold and share the following information. SMP will collect and process personal data for and to the extent necessary for the specific purpose(s).

The types of details that we will gather on your child are as follows:

- Personal details of children we are providing sessions for - this includes their name, address, date of birth, and allergies.

You the parent will supply the majority of data that we gather. The data will be processed in accordance with the principles of the GDPR. The majority of the information that SMP will collect will be based on the statutory framework and will be collected in accordance with that and processed and held in accordance with the GDPR.

We will always ensure that you are aware of the types of data that you are legally obliged to provide but we will also tell you what data isn't necessary. In the event that you supply data that is not mandatory but you feel the need to share this with us, we will ensure that your data is protected and not discussed with anyone else unless you disclose something, which is illegal or harmful to a child.

SMP will from time to time ask you to update any data that we currently hold, this is because we will need to know that the information, we hold about you is accurate and up to date and relevant.

SMP may gather and collect further information that helps us, to deal with any issues that may arise from complaints or disputes within the setting.

### How will I store data?

- Parents and Children's files are secured in a locked cabinet/or/password encrypted device

### Sharing of Personal Data

SMP will keep your data for a set period of time if SMP are legally obliged to do so (see Retention Policy), all other data will be surrendered to you when your child leaves our sessions or will be destroyed as we will no longer have a legitimate interest to keep such data.

## Online data - PROCESSING

The data that SMP collect from your child and family will be stored on SMP laptop computer/I pad. SMP makes use of an online system and have ensured that they are compliant with GDPR. SMP will never use an online system that does not comply with GDPR, and that would put your data at risk.

Website - if parents visit my website we do not collect any specific information. We provide numbers for potential parents to call us. Google analytics collects details on visitor behaviour, but I do not in any way make use of this information. If you click on any external links, please note that you are no longer connected to our website so I cannot be held responsible for any external content.

## Email data

When emailing SMP we will only use your email to reply to the enquiry and then delete your email address.

Any files or photography that SMP keep on any online systems or on my hard drive or on the cloud will be erased completely when your child leaves the setting. I will ensure that photographs will be deleted from the hard drive, taken off the cloud and deleted from any social media closed groups or one to one parent groups. All data will be PERMANENTLY deleted and will not sit in a recycling bin.

## FACEBOOK, INSTAGRAM or TWITTER

SMP has a Facebook page where everyone can visit and see the services that SMP offer. If you have agreed to your child photographic images or video footage to be used, you will need to sign the relevant consent form. You can at any time choose to withdraw that consent, and in the event of doing so, I will delete all multi-media material from the Facebook site. SMP will never name any of the children on the Facebook site.

Parents and carers are welcome to comment on the page and leave reviews. SMP welcome this, but please beware that your identity is revealed when using reviews on the Facebook page and members of the general public will know if your child is attending our setting unless of course, you are leaving the review after your child has left.

## Paper Data

Any documents that are not needed or wanted by the parents and are not required to be kept for a minimum amount of years will be shredded or burned. Please see the settings Retention Policy for further information.

The types of the paper process I am likely to process is as follows:

|                           |   |
|---------------------------|---|
| Child Information Records | Lockable cabinet - securely locked<br>(or online system that is password encrypted) |
| Video Footage             | I pad/Computer/Mobile Phone - password protected<br>and fingerprint password        |
| Photographs               | I pad/Computer/Mobile Phone - password protected<br>and fingerprint password        |

All of the above information is stored in order to maintain confidentiality and respect your privacy. It also protects against possible data breaches by preventing access to those who do not require access to your data.

SMP is committed to ensuring that your data is fully protected and is not shared with anyone other than the data subject or relevant authority.

### **The right to request access to your personal information**

Under GDPR and UK Data Protection law you, the data subject has strong data protection rights, and this means that you have the right to request access to your data. It also means that you have the right to have your data modified immediately if it is inaccurate.

You can also ask for your data to be erased, though please note this can be done in most cases unless there is a lawful reason for not doing so.

If you would like to make a formal request to access your data please contact me as soon as possible and I will provide you with a Consent Withdrawal form and Data Deletion Form.

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### **Making a complaint**

In the event that you feel your data has been breached, you can contact the ICO directly. The details are:

<https://ico.org.uk/for-organisations/report-a-breach/>

<https://ico.org.uk/concerns/>

You can also contact Ofsted on 0300 123 1231. However, they will refer you to the ICO in order for you to make a formal complaint.

This Privacy policy was adopted on the 19<sup>th</sup> May 2021