**KIDS COVE PLAYGROUP
General Data Protection Policy**

**POLICY STATEMENT**

Kids Cove Playgroup (**Kids Cove**) is a “Stay and Play” playgroup founded to provide a creative, entertaining and exploring space for both children and their parents/guardians. Kids Cove is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents/guardians, visitors and staff personal data.

The obtaining, holding and use of individuals personal data is governed by the Data Protection Act 2018, which is the UK’s implementation of the General Data Protection Regulation, (**UK GDPR)** and Kids Cove is committed to complying with any obligations under UK GDPR that relates to its operations and services.

**UK GDPR**

UK GDPR gives individuals the right to know what information is held about them and provides a framework to ensure that personal information is handled properly, based on the following principles:

Personal data must be

(a) processed lawfully, fairly and in a transparent manner in relation to individuals;

(b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;

(c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;

(d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;

(e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;

(f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

There is stronger legal protection for more sensitive information, such as:

* race
* ethnic background
* political opinions
* religious beliefs
* trade union membership
* genetics
* biometrics (where used for identification)
* health

**UK GDPR AND KIDS COVE**

The following sets out how Kids Cove operate in relation the above data protection principles:

To provide our services,Kids Cove collect and hold limited personal data confined to parent/guardian’s names and contact details, namely addresses, telephone numbers and email addresses. We also need to know children’s’ full names and date of birth but no further information except for notice of any allergies. Kids Cove will not obtain, retain or use any sensitive personal data (e.g. medical information) for any purpose.

This information is provided by parents/guardians on first registration and as and when changes occur to that information, as notified by that parent/guardian.

In addition, Kids Cove will take photographs and videos of our activities for marketing purposes, which may include the images of parents/guardians and their children. Kids Cove will 7only use such images where written consent for use has been provided by the relevant individual and/or the parent/guardian of a child.

The personal data that Kids cove obtains will be used solely for (a) the provision of Kids Cove services, (b) communication between Kids Cove and the parent/guardians and (c) to market and advertise Kids Cove’s services and events.

Kids Cove will review the personal data that it holds on a regular basis to determine whether it is current and/or continues to be appropriate for Kids Cove to retain it. Based on this review, that personal Data will be updated and/or removed as appropriate.

All personal data will be handled by Kids Cove in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage.

Any hard copy personal data will be held securely and any personal data held electronically is password protected.

Kids Cove minimise access to on-line data and whilst we do our best to keep personal data secure in whatever form, we acknowledge that we cannot guarantee against data breaches, either accidental or deliberate.

In the event of any such data breach we will take all necessary remedial action, including contacting the relevant individual to whom such breach relates. Where appropriate and/or as required by GDPR, Kids Cove will also notify the ICO as soon as reasonably practicable and within 72 hours if it risks people’s rights and freedoms and those of the individuals concerned if necessary.  Where a data breach is reported to Kids Cove by a parent/guardian, we will respond in a timely manner and will seek to provide an initial response within 24 hours of such a report.

Kids Cove will document the breach and decision, along with the remedial and preventative action taken which needs to be taken and will confirm such actions to the relevant individual(s).

**YOUR RIGHTS**

UK GDPR parents/guardians the right to find out what personal data Kids Cove hold about you, include the right to:

* be informed about how your personal data is being used
* access personal data
* have incorrect data updated
* have data erased
* stop or restrict the processing of your data
* data portability (allowing you to get and reuse your data for different services)
* object to how your data is processed in certain circumstances

At any point a parent/guardian can make a request relating to their data and Kids Cove will need to provide a response (within 1 month). Kids Cove can refuse a request, if we have a lawful obligation to retain data but we will inform the individual of the reasons for the rejection. The individual will have the right to complain to the ICO if they are not happy with the decision.

Parents/guardians have the right to request the deletion of their data where there is no compelling reason for its continued use. Kids Cove will comply with any such request subject any legal duty to keep children`s and parents’ details for a reasonable time

Parents/guardians can object to their data being used for certain activities like marketing or research, subject to such objection being made in writing to Kids Cove.

Any parent/guardian who wishes to exercise any of these rights at any time or if there any questions, comments or concerns about how Kids Cove handle the relevant data please contact Kids Cove on kidscoveplaygroup@outlook.com .

If you have continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO).

**CHANGES TO THIS POLICY**

We keep this policy under regular review and any such amended/updated policy will be posted on the Kids Cove website.