

Privacy Notice

(GDPR compliance)

The General Data Protection Regulation (GDPR) is a new EU law that came into effect on 25th May 2018. It will replace the Data Protection Act 1998 and the changes will remain in place even after the UK leaves the EU in 2019.

GDPR will give individuals greater control over their own personal data. The table on the next page lists some of the information that we may hold, how long for and under who’s authority. An audit has been taken to ensure that Sunflowers Pre-School is following these guidelines.

Louisa Cowler (Manager) is the named person responsible for ensuring GDPR compliance and can be contacted either by phone- 07752 562206 or email- sunflowers.preschool17@gmail.com

If you are concerned there has been a data breach, please contact Louisa or in cases where she has been involved in a breach please contact the Information Commissioner’s Office (ICO) within 72 hours- [www.ico.org.uk](http://www.ico.org.uk) or phone- 0303 123 1113

The data collected may be shared with Thorley Hill Primary School as part of our information sharing policy. In certain circumstances data may be shared with other organisations in accordance with our child protection and safeguarding policy.

The GDPR places increased obligations on a setting relying on consent. This must be a clear opt in consent and cannot be inferred from silence. Due to this if you could please sign the attached confidentiality/data protection policy’s consent slip and return to state that you have also read this privacy notice and give your consent for us to use your data in the ways provided. Your consent can be withdrawn at any time in writing to Louisa Cowler.

|  |  |
| --- | --- |
| Date issued: - 25/05/2018 | Written by: - Louisa Cowler |
| Review date: - To be reviewed every 3 months or whenever there is a breach or new system that requires a new audit. | Role: - Manager and responsible person appointed for data protection. |

Sunflowers Pre-School, Thorley Hill Primary School,

Park Lane, Bishop’s Stortford, Herts, CM23 3NH

Tel: 07752 562206

Email: sunflowers.preschool17@gmail.com

[www.sunflowerspreschool.co.uk](http://www.sunflowerspreschool.co.uk)

OFSTED URN- EY546049