

How we use your personal information

Committee members name.....

The General Data Protection Regulation – Please complete and return to Witchford Rackham Pre-School

This statement explains how **Witchford Rackham Pre-School** (“we” and “our”) handles and uses information we collect about you (“you”).In broad terms, we use your personal information within meetings, for OSFTED purposes and the charities commissioner when submitting our end of year accounts.

The controllers for your personal information are Nicola Scarafile and Tracey Chapman: 83 Main Street, Witchford, Ely, CB6 2HQ.

The person responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal information, is the Pre-School Manager who can be contacted at: managerwrps@gmail.com or 01353 666782.

The legal basis for processing your personal information is that it is necessary in order for you to be a committee member at Witchford Rackham Pre-School and to ensure that we meet the statutory requirements of the Early Years Foundation Stage. We will retain your information for the periods stated below unless or until you request us to do otherwise.

We collect and process your personal information for the following purposes:

A. Contact details

Personal data is used to inform the charities commissioner who the committee members when we submit our end of year accounts. The information which is submitted online directly to them is; name, address and date of birth. There is also the option to add email addresses if needed.

All personal data is displayed on a table within the managers and Administrators office so that if needed contact can be made with relevant committee members. The personal data which is on display is: name, address, date of birth, email address and contact details. This is changed annually and/or when committees change and are updated. When a new document is created and put up the one it is replacing is shredded immediately. This data is only viewed by the Manager and Administrator. In the Managers absence the Deputy Manager may need to access this.

I give permission for Witchford Rackham Pre-School to retain this data

Signed.....Name.....

B. DBS

When joining the committee, all members have to complete a DBS check to ensure their suitability for working on the committee and around children. Once a DBS has been issued the Manager needs to see and check over the DBS to ensure there are no convictions or concerns which would mean you are unable to be around children or on a committee. When doing this the Manager writes down your name, the DBS issue number, date it was issued and the date it was checked by the Manager. This Data is placed onto a document and in the Operational file in the Managers office. This document can be seen by all staff, committee, OFSTED when they inspect and if needed Cambridge shire County Council may ask to see this.

*We retain all this information for the time you are a committee member for **Witchford Rackham Pre-School** and then this information will be shredded. Without your permission to retain this information you will not be able to be a committee member as we need proof that the DBS has been checked and is clear.*

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Signed.....Name.....

C. Bank Details

When claiming expenses for fundraising events bank account details may be passed on such as, sort code, account number and name of the account holder. This information is straight away put onto the online banking system and not stored anywhere else.

This information will be deleted from our online banking account once the committee member has left the committee. Without this information we will not be able to pay you unless you would like a cheque or cash.

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Signed.....Name.....

D. Other data collected by Witchford Rackham Pre-School

When signing in at **Witchford Rackham Pre-School** you will need to put your name, date and time of arrival and departure within our visitor’s book. This is to ensure we know the numbers of people within the building in case of a fire and we have to evacuate. All completed visitors books will be stored after being filled up within the manager’s office in a locked filing cabinet.

We retain this information for the current year +6 years and then this information will be shredded. *Without your permission to retain this information you will not be able to stay within the building during operational hours.*

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Signed.....Name.....

During committee meetings and minutes we make note of who is in attendance, absent and assign jobs to committee members to complete by using their names. Sometimes matters which arise will also be documented about staff members with their name being mentioned. These minutes are sent to committee and shared at meetings.

Committee members are to save these minutes to password protected USB drives which will be assigned to officers on the committee. Any other committee member who opens the document on their computer is to delete them from their downloads as soon as read and ensure that they are not read by anyone else who is not on the committee. Those minutes and additional documents which are shared at the committee meetings are to be given to the assigned officer at the end of the meeting to shred immediately. A copy of the minutes and agenda and paper work will be kept in a file at **Witchford Rackham Pre-School** in a locked filing cabinet in the managers office. This will only be accessible by the Manager and committee members which wish to look.

We will retain this information for the current year +6 years at **Witchford Rackham Pre-School** after which it will be shredded. We need to retain this information to document votes which have occurred and to help the next committee members with knowledge. It is a requirement to keep minutes of all meetings which occur, without retaining them we will not meet these requirements.

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Signed.....Name.....

GDPR May 2018 Committee information

We do share information with primary schools, OFSTED, Cambridgeshire County Council , the Department for Education, the Cambridgeshire Multi-Agency Safeguarding Hub and the Health and Safety Executive (where appropriate and as laid out in the paragraphs above). We do not share data to any other third parties. If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at the email address given above.

You have the right: to ask us for access to, rectification or erasure of your information; to restrict processing (pending correction or deletion); to object to communications and to ask for the transfer of your information electronically to a third party (data portability). Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

You retain the right at all times to lodge a complaint about our management of your personal information with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Last updated: May 2018
Nicola Scarafile and Tracey Chapman