



Ladybird Playgroup Thriplow CIO – Website Privacy Policy & Cookie Policy

School Lane, Thriplow, Royston, Herts, SG8 7RH

CIO Charity Number 1162435

Tel: 01763 208055 Email: ladybirdplaygroupthriplow@gmail.com Web: www.ladybird-playgroup.co.uk

Website Privacy Policy & Cookie Policy

Introduction

We are committed to ensuring that any personal data we hold about you is protected in accordance with data protection laws and is used in line with your expectations.

This policy explains what personal data we collect on our website, why we collect it, how we use it and how we protect it in accordance with the requirements of the Data Protection Act 1998 and General Data Protection Regulations. Additional privacy policies in relation to data we collect outside of our website are available to view in the 'Policies' page of our website.

Designated Data Controllers

Ladybird Playgroup Thriplow CIO as a registered charity is the data controller under the Act, and the organisation is therefore ultimately responsible for implementation.

Ladybird Playgroup Thriplow CIO's Designated Data Controllers are:

Pre-School Manager, Sharon McGinty & Ladybird Playgroup Thriplow CIO Chairperson.

This website

By using this website you consent to this Privacy policy.

What personal data do we collect?

We only collect data from this website which you provide to us directly, for example by completing the Contact Us form. In this information, you would be providing your name and email address. Otherwise, the website functions to provide you with information and data.

Over and above this, our website uses cookies. Cookies help websites function to keep track of your visits and online activity.

"Cookies are small files which are stored on a user's computer. They are designed to hold a modest amount of data specific to a particular client and website, and can be accessed either by the web server or the client computer. This allows the server to deliver a page tailored to a particular user, or the page itself can contain some script which is aware of the data in the cookie and so is able to carry information from one visit to the website (or related site) to the next. The data will not identify you personally but does retain location data, weblogs for example" (www.whatarecookies.com/)



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The cookies used on our website are set out below:

Statistics Cookies

Cookie name	USED BY	PURPOSE	More information
_ga _gid	Universal Analytics	Registers a unique ID that is used to generate statistical data on how the visitor uses the website.	Universal analytics Privacy Policy https://support.google.com/analytics/answer/2838718?hl=en
_ga,	Google Analytics	Registers a unique ID that is used to generate statistical data on how the visitor uses the website.	Google Privacy Policy available here: https://policies.google.com/privacy?hl=en&gl=uk
_gat	Google Analytics	Used by Google Analytics to throttle request rate	Google Privacy Policy available here: https://policies.google.com/privacy?hl=en&gl=uk



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Marketing Cookies

Cookie name	USED BY	PURPOSE	More information
collect	Google Analytics	Used to send data to Google Analytics about the visitor's device and behaviour. Tracks the visitor across devices and marketing channels.	Google Privacy Policy available here: https://policies.google.com/privacy?hl=en&gl=uk

Unclassified Cookies

Unclassified cookies are cookies that we are in the process of classifying, together with the providers of individual cookies. We have provided as much information as we can on these and will update this policy regularly.

Cookie name	USED BY	PURPOSE
beatSessionId	United States	Used by the site coding and hosting servers to provide the website functionality. For example to download the booking form.
beastSessionTs	United States	Used by the site coding and hosting servers to provide the website functionality. For example to download the booking form.
bt	United States	Used by the site coding and hosting servers to provide the website functionality. These cookies are used in recording user sharing and social activity and to help publishers know approximately where people sharing information are located.
Fedops.logger.sessionId	United States	Local Storage Cookie. For client-side storage. Data stored by this cookie is <i>not</i> sent automatically by the browser (unlike HTTP cookies) but is accessible to JavaScript code permanently, until deleted by the application or cleaned manually by the user.
hs	United States	Used by the site coding and hosting servers to provide the website functionality. This is a cookie that ensures that the right site is loaded for the request made by the browser.



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svSession	United States	Used by the site coding and hosting servers to provide the website functionality. This is a cookie that will track user's accessing WIX sites.
XSRF-TOKEN	United States	Used by the site coding and hosting servers to provide the website functionality. This cookie is written to help with site security in preventing Cross-Site Request Forgery attacks.

Why we collect this information and the legal basis for handling your data

In accordance with GDPR and the DPA, we use personal data about you and/or your child in order to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- respond to your online query
- keep you updated with information about Ladybird Playgroup Thriplow CIO.
- contact you in case of an emergency

Who we share your data with

- We may share your information with regulatory bodies if required by law.
- If you do not want us to use your data then you have the opportunity to withdraw it by writing to us at the address at the top of the page or by emailing ladybirdplaygroupthriplow@gmail.com at any time.
- The information collected through cookies does not allow people to be individually identified but the cookies may pass on statistical information about users of our website.

In order for us to deliver childcare services we may also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- banking services to process chip and pin, BACS and/or direct debit payments (as applicable)
- the Local Authority (where you claim up to 30 hours free childcare as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- our setting software management providers (if applicable)
- the school that your child will be attending

We will also share your data if:

- we are legally required to do so, for example, by law, by a court or the Charity Commission;



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- to enforce or apply the terms and conditions of your contract with us;
- to protect your child and other children; for example by sharing information with social care or the police;
- it is necessary to protect our rights, property or safety;
- we transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way.

We will never share your data with any other organisation to use for their own purposes

How do we protect your data?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

- ensuring our working practices comply with the relevant data protection policies we have in place.
- ensuring that electronic data is only stored on a secure system which is password protected.
- ensuring that hard copies of data are stored safely and securely, in a locked cupboard or office where relevant.
- ensuring that data is disposed of when no longer required in accordance with our Provider Records policy. This includes shredding hard copies of data and deleting electronic copies.

How long do we retain your data?

We usually retain your personal data for up to three years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. If you do not take up a place at Ladybird, we will remove any data gathered through the website one year after the last contact we have with you. Medication records and accident records are kept for longer, in accordance with legal requirements. For the latest data retention periods, please view our Provider Records Policy which sets out our adopted data retention periods.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our Provider Records policy).

Automated decision-making

We do not make any decisions about your child based solely on automated decision-making.

Your rights with respect to your data

You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and



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- request that we transfer your, and your child's personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you 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). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or www.ico.org.uk

Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.

This policy was adopted at a meeting of the Ladybird Playgroup Thriplow CIO	
Held on (date)	
Signed on behalf of the Ladybird Playgroup Committee	
Role of signatory (e.g. chairperson etc.)	
Signed by Playgroup Leader/Deputy	
Name of Playgroup Leader/Deputy	