



Ladybird Playgroup Thriplow CIO – Trustees Privacy Notice

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

CIO Charity Number 1162435

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

Trustee Privacy Notice

Introduction

We are committed to ensuring that any personal data we hold about you as a Trustee of Ladybird Playgroup Thriplow CIO is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

What personal data do we collect?

We collect personal data about you to manage the relationship you have with us as a charity trustee.

Personal details that we collect about you includes:

- your name, address, date of birth, gender, telephone number, emergency contact details
- work and employer history, qualifications and training (only if applicable for self-assessment of skills)
- your bank account details (if agreed for expenses)
- any information highlighted within your DBS check
- information about you in order to comply with the Disqualification by Association Regulations (only if applicable)
- information about you in order to comply with the rules relating to the suitability to carry out the role of a trustee (including any details relating to bankruptcy, offences relating to dishonesty or deception and being removed from a company director or trustee role because of wrongdoing)
- concerns, complaints (only if applicable)

This information will be collected from you directly. We will collect basic information from you at the point that you register interest in becoming a Trustee. You will be required to provide additional details to complete a DBS check, although this will be provided directly to the relevant DBS checking authority. Additional information may be required depending on the role you assume on the Trust, for example your banking details may be required if you become one of the signatories on a Ladybird Playgroup Thriplow CIO banking account. We may also collect information from third parties, such as through criminal record checks from the DBS.



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

We use personal data about you in order to operate the business known as Ladybird Playgroup Thriplow CIO. We are legally obligated to do so. This includes using your data to:

- contact you in case of an emergency
- to fulfil your legal obligations as a charity Trustee
- to maintain contact with you about the Trust and Trustee matters and to any questions you may have
- to process your application to become a Trustee and to ensure you are suitable to hold the position of Trustee
- to keep you updated with information about our service
- to pay your expenses

We have a legal obligation to process safeguarding related data, should we have concerns. We also have a legal obligation to ensure all Trustees have completed a DBS and are eligible to become a Trustee. Our legal obligation also requires us to process certain categories of data (i.e. information relating to criminal records).

With your consent we may wish to take photographs of you to promote the setting. If this is the case, we will ask for your consent in writing and provide further details. You will also have the right to withdraw your consent at any time.

Who we share your data with

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

- Ofsted – as part of the registration process and to process DBS applications
- The Charity Commission as part of the registration process and beyond if further contact is necessary
- The Disclosure and Barring Service (DBS) to establish suitability for volunteering with the setting or an umbrella body that is able to process DBS applications on our behalf (currently GBG)



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- Banking services to set up or close bank accounts, to process chip and pin, BACS and/or direct debit payments (as applicable) and to pay for expenses (if agreed for expenses)
- Our Insurance underwriter, if you have an accident at the setting
- Our setting software management providers

As part of the process of becoming a Trustee you will need to complete a DBS through the Ofsted link and you will need to provide personal data to them directly, or an alternative DBS checking company to become a Trustee of Ladybird Playgroup Thriplow CIO. You may need to provide forms of ID to Ladybird to confirm your identity as part of this process.

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
- to enforce or apply the terms and conditions of your contract with us
- to protect children; for example, by sharing information with the Local Authority Designated Officer, social care or the police
- with our legal advisor where necessary
- if it is necessary to protect our rights, property or safety
- if 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.



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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
- By ensuring that electronic data is only stored on a secure system which is password protected
- By ensuring that hard copies of data are stored safely and securely, in a locked cupboard or office where relevant
- By ensuring that data is disposed of when no longer required in accordance with our data retention policy. This includes shredding hard copies of data and deleting electronic copies.

How long do we retain your data?

We retain your personal data for as long as we are legally required to do so. Trustee details are normally retained for the existence of the charity. DBS data is usually retained for six months. Further details on timescales of retention of individual data is set out in our Data Retention policies.

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 Data Retention policies).

Automated decision-making

We do not make any decisions about you 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 personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your 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 the Chair of Trustees. If



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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 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	