

## **Dundry Pre School Privacy Policy**

### **Privacy:**

At Dundry Pre School we are committed to protecting and respecting your privacy. Whenever you provide any personal information to us, we will treat your information in accordance with this privacy policy and in accordance with the General Data Protection Regulations (GDPR)

Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

Dundry Pre School is a charity offering childcare to Dundry and the surrounding community and we offer training and support to develop our staff in our early years provision and as such, all personal data collected will be secure and treated in line with GDPR regulations.

### **Personal Information:**

When you complete an application or registration form, apply for funding, employment or become a member of our committee, work with us as a student or volunteer, we will receive and hold personal information about you or your child. This may include your name, address, telephone number, email address or bank details etc.

### **How we use your information:**

We will use your information a number of ways, i.e for emergency contact details for your child, for invoicing purposes and for sending you relevant information or news from Preschool. As a staff member, we also hold further records of data, to include, identification, medical information, bank details and emergency contact details etc.

We will not contact you for marketing purposes unless you have given your express consent. You also have the right to advise us at any time that you no longer wish to receive any further communications to us that you might have consented to.

### **Disclosure of Information:**

We will keep your personal information confidential and will not disclose it to any third party without your consent, unless we are obliged to do so by law.

We sometimes use third parties to process your information on our behalf (for example, North Somerset Council for funding purposes, payroll company to process payroll). However, we require them to keep your information secure and not share it further.

25<sup>th</sup> May 2018

**Accessing and updating your personal information:**

You can ask us what information we hold about you by contacting us:

Write to: Data Controller, Dundry Pre School, Dundry Village Hall, Crabtree Lane, Dundry, Bristol BS41 8LN.

Call: 0117 9643431

E-mail: [Dundrypreschool@gmail.com](mailto:Dundrypreschool@gmail.com)

Please also help us to keep your information up to date by letting us know of any changes using the contact details above.

**Third Party Websites:**

From time to time, this website may also include links to other websites. These links are provided for your convenience to provide further information. This policy only applies to this site, so if you follow a link to a third party site, please make sure that you read the privacy policy on that site.

**Changes to this privacy policy:**

Any changes to this policy will be posted on this page, so please check back from time to time.

**Contacting Us:**

Our website is owned and operated by Dundry Preschool, Dundry Village Hall, Crabtree Lane, Dundry, Bristol BS41 8LN. If you have any questions about this privacy policy, please contact us.