



## Colyton Caterpillars Early Education Early Years Data Privacy Policy

This policy was agreed by trustees/staff:	
Date of last review:	July 2024
Date of next review:	January 2025
Reviewed by:	K.Clode

### **About this policy**

This policy explains when and why we collect personal information about our members, how we use it and how we keep it secure and your rights and relations to it.

We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.

We will always comply with applicable UK Data Protection legislation including GDPR when dealing with your personal data. Further details on GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the 'controller' of all personal data we hold about you.

### **Who are we?**

We are Colyton Caterpillars. We can be contacted at:

Colyton Caterpillars  
Reece strawbridge centre  
Colyton  
Devon  
EX24 6PU  
Colytoncaterpillarsbtconnect.com  
01297552567

### **What information we collect and why:**

Type of information	Purposes	Legal basis of proceedings
Names, addresses, telephone numbers, email addresses, learning journals	To meet EYFS standards	To meet EYFS standards



Name and age of member dependents	Learning and development, funding	To meet EYFS standards
Emergency contact details	Contacting next of kin in emergency	To meet EYFS standards
Staff records, name, address, DBS, health declaration	Security, employment rights	To meet EYFS standards

We have implemented generally accepted standards of technology and operational security in order to protect personal data from loss, misuse, or unauthorized alteration or destruction.

For any payments which we take from you online we will use a recognized online secure payment system.

We will notify you promptly in the event of any breach of your personal data which might expose you to serious risk.

**Who else will have access to the information you provide us?**

We may pass your personal data to third parties who are service providers or agents to us for the purposes of completing tasks and services to you on our behalf (e.g. to print newsletters and sending you mailings). However, we disclose only the personal data that is necessary for the third party to deliver the service and we have a contract in place that requires them to keep your information secure and not to use it for their own purposes.

**How long to we keep your information?**

We will hold your personal data for 21 years and will hold child protection information for 24 years.

We securely destroy all financial information once we have used it and no longer need it.

**Your rights**

You have rights under the UK data protection law, including:

1. To access your personal data
2. To be provided with information about how your personal data is processed
3. To have your personal data corrected
4. To have your personal data erased in certain circumstances
5. To object to or restrict how your personal data is processed.

If you wish for us to erase your data as outlined above, then please contact us:

Colytoncaterpillarsbtconnect.com  
01297552567

If you have any concerns about how we process your personal data, please contact us on:  
Colytoncaterpillarsbtconnect.com



01297552567

You also have the right to take any complaint about how we process your personal data to the Information Commissioner:

<https://ico.org.uk/concerns/>

03031231113

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF