



## Q R P (Royston) Ltd trading as Queens Road Playgroup

Icknield Walk First School  
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Website: [www.queensroadplaygroup.co.uk](http://www.queensroadplaygroup.co.uk)  
Telephone: 07951918767(playgroup hours only)

Dear Parent/Carer,

We are writing to inform you of some changes to our Data Protection systems from 25<sup>th</sup> May 2018. New legislation came into effect on this date and we are required by law to inform you of how we as a setting will implement this.

The General Data Protection Regulations (GDPR) is new EU law which invokes greater responsibility on businesses to protect the data held. They also put accountability on us being transparent and clearly communicating how your data is collected, processed and stored. These new regulations, alongside the new Data Protection Bill, mean that we must inform you of the data we hold, our lawful basis for processing this, how we use this information and how it is protected. Further information can be found in the attached privacy statement and also in the General Data Protection Regulation/Access to records policy, available in our policy folder.

It is important that you read both of these documents carefully. If you have any questions regarding the content please discuss this with the Data Protection Officer/Lead for our setting who is Judy Porto (Decision maker: Judy Porto, Key person: Theresa Rushton).

Much of the information we request from you (by way of your child's registration form) we have a legal obligation to collect as required by The Early Years Foundation Stage (Welfare Requirements) Regulations 2012. Where our basis for processing data is either legal obligation or legitimate interest we are not required to seek consent from you to hold this information. All of our forms for collecting data will be amended to inform you which data is mandatory and which is voluntary.

Where we do require consent, such as for displays or using images, we will do so separately using relevant forms and a signature will be necessary to confirm your consent. You should be aware that you do not have to give consent and that where you do, this can be withdrawn at any time as the new regulations allow.

We have always ensured that all data held by us regarding you and your child is secure. We will endeavour to continue to protect your information against unauthorised access, damage, loss or theft as we have always done.

This is the biggest change to data protection legislation in twenty years. Whilst we already met the majority of the GDPR we updated our systems and processes to ensure we are fully compliant. If you have any questions or would like to discuss anything regarding the data we hold please do not hesitate to speak to us.

Kind Regards

Judy Porto