



Shurdington Pre-School
Data Protection Consent Form

To ensure that our records comply with new Data Protection rules (the GDPR) which came into force on 25 May 2018, one of the requirements is that we obtain your consent to us holding your Personal Data.

Personal Data is “any data that can be linked to a single person and which identifies them in some way”. For example, a name and personal email address and/or information such as phone numbers, addresses NI numbers and dates of birth.

Under GDPR, Consent is one of the lawful bases for processing your data and, therefore, in order to allow us to continue to fulfil our obligations to you, we ask that you please sign this form giving us formal written consent to process your Personal Data for a specific purpose.

In terms of your Personal Data we confirm that:

- We will only use your and your child’s personal information to enable us to provide an early years’ education service to you.
- We will use this information, as well as parental contact information to keep in contact with you either by email, post or by Facebook.
- We will keep the information secure and will only share it as necessary and appropriate for funding purposes (e.g. to access 15 or 30 hours funding from Gloucester County Council), for referral purposes as and when your child may need a referral (for example, to a Speech and Language Therapist), or if required by law (e.g. for safeguarding purposes).
- We confirm that we have a responsibility to protect your Personal Data and will ensure that all Personal Data will be stored securely.
- You have the right to ask us to view any information held and we will comply in accordance with the regulations.

By ticking this box you are consenting to us continuing to hold and process all of your Personal Data and to us sending you information via email, post, SMS and Facebook.

Name: _____ **Signature:** _____

Dated: _____

You can ask us to delete any data held at any time and we will comply in accordance with our statutory obligations.

Shurdington Pre-School, as a registered charity, is the Data Controller under the Act, and the organisation is, therefore, ultimately responsible for implementation. However, Designated Data Controllers will deal with day to day matters. Shurdington Pre-School’s Designated Data Controllers are Tess Engelbrecht (Pre-School PlayLeader), Kelly Clifford (Deputy PlayLeader), Nicola Jasper (Administrator) as well as the Shurdington Pre-School Committee. If you would like more information, please speak to Tess or Kelly.