



## DATA PROTECTION POLICY

- Worstead Parent, Baby & Toddler Group understands and values the importance of protecting people's privacy and we follow the basic principles of data protection regulations.
- We collect only the minimum amount of data required – such as the names on signing in sheets, payment of fees (if applicable), email addresses, photo permissions and accident records.
- This data is collected for clear and specific purposes to help in the running of the group and the safety of those attending the sessions.
- We ask that parents/carers help to keep this data up to date and let us know of any changes in circumstances
- The data we have is stored securely and once it is no longer needed is destroyed.
- We use social media such as Facebook to help to keep in touch with all our families.
- In the event of a safeguarding concern, we will share information with appropriate partners to ensure children and young people are protected from harm.

Name:	Clare Gwilliam
Position:	Pre-school Manager
Signed	<i>C L Gwilliam</i>
Name:	Alicia Grix
Position	Committee Chair
Signed	<i>AG</i>
Date:	1 <sup>st</sup> September 2025
Date for Review:	31 <sup>st</sup> August 2026

*This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*