



Data Protection Policy

This policy defines the arrangements that assure compliance to the requirements of The General Data Protection Regulation (GDPR) as relevant to Tots & Co association:

Introduction

- The GDPR states that personal data shall be 'processed fairly and lawfully' and collected for specified, explicit and legitimate purposes'.
- The GDPR covers the management and control of personal data within a setting.
- Personal data is defined as any information relating to an identifiable living individual; and will therefore, apply to parents attending Tots & Co with their children.
- The GDPR applies to records kept in hard copy (paper) format, and in electronic format.

Principles of data protection

1. Tots & Co is committed to the enforcement of the following code of good practice in relation to the data it keeps on the individuals linked to the association: including children, their parents and carers. In summary, data will:
 - Be fairly and legally processed;
 - Be relevant to the needs of the association;
 - Not be unnecessarily excessive in detail;
 - Be accurately maintained;
 - Not be kept longer than necessary, or required by law;
 - Only be used in accordance with the individual subject's rights;
 - Be securely stored.

Policy details

1. Tots & Co will require written consent, for personal data to be collected and processed. In this respect it will be taken that consent is implied through the completion of the membership form and the signing of the data protection disclaimer.

2. All individuals have the right of access to paper and electronic records concerning their personal data unless there is a legal and legitimate reason why it may not be accessed.
3. Where it is deemed necessary to divulge to a third party this will only be done with the express permission of the individual, unless there is a legal and legitimate reason why it may be shared without consent.
4. Personal data and records will be maintained under appropriate conditions of security to prevent any unauthorised or accidental disclosure.

Attention is paid to the following aspects of the record storage:

1. Hard copy file: The current Membership Coordinator has access to the hard copies of the current membership database.
2. Electronic files: The President and Membership Coordinator will have full access to the current membership database. Tots & Co Coordinators (including for example the local groups and Bumps to Babies) will have limited access to the information that they require to proceed in their role and all coordinators will sign a Coordinators Data Protection Disclaimer which states they agree to comply with the data protection measures Tots & Co has in place

Control of Records

This summarises the systems and arrangements in place at Tots & Co to control personal records and personal files in line with the requirements for the GDPR,

1. Each set of records will be maintained in a secure location with the membership coordinator
2. Obsolete records will be processed as follows:
 - All previous years membership data will be disposed of by shredding of hard copies and deleting of electronic records

Collection and use of your Personal Data

You may choose to restrict the collection or use of your personal information in the following ways:

- If you have previously agreed to be contacted by us through signing up to our mailing list, you may change your mind at any time by writing to or emailing us at membership.tots@gmail.com

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under Article 15 of the GDPR. If you would like a copy of the information held on you please email membership.tots@gmail.com

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible at the above address. We will promptly correct any information found to be incorrect.