



## **Little Lambs Toddler Group Privacy Statement**

Little Lambs Toddler Group is part of the outreach of Church Crookham Baptist Church.

Under Data Protection legislation the church Charity Trustees (i.e. the Elders and Deacons) of Church Crookham Baptist Church are the Data Controller and can be contacted by emailing the Church Secretary at [secretary@churchcrookhambaptistchurch.org.uk](mailto:secretary@churchcrookhambaptistchurch.org.uk).

We are collecting this information to enable the church to run the Toddler Group safely, ensure we can contact you (or other nominated adult) in case of an emergency and for information about the Toddler Group. It is only used for Toddler group and it is not shared with the wider Church.

We may also use this information to contact you in the event that we believe you may have come into contact with a suspected case of COVID-19 at the premises of Church Crookham Baptist Church and it may be necessary to share your details with NHS Test and Trace if they are requested for contact tracing and the investigation of local outbreaks.

Data Protection legislation allows us to process this information as we regard it as being in the group's legitimate interest. If you are unable to supply the information requested then we will be unable to accept your child at our Toddler group.

The information your supply will be held:

- In paper form at houses of the toddler group leader and the assistant leader (it is taken to the CCBC building for group sessions)
- Computers owned by the toddler group leader and the assistant leader

Only the Toddler Group leaders will have access to this information.

We will delete your data once none of your children are no longer attending toddler group unless a safeguarding incident or concern is raised in which case it will be held for 75 years.

If you are concerned about the way your information is being handled please speak to the Church Secretary or Toddler Group Leader. If you are still unhappy you have the right to complain to the Information Commissioner's Office.