

**FELTWELL PLAYGROUP**  
 (Charity Reg. No. 1028560)  
 THE W.I. HALL, THE BECK,  
 FELTWELL, THETFORD,  
 NORFOLK. IP26 4DB



Date: \_\_\_\_\_

Dear Parent / Carer of \_\_\_\_\_

As you may have seen there are new laws and regulations regarding data (e.g. yours and your child's personal information) and these General Data Protection Regulations (GDPR) will be effective from 25th May 2018.

As you would expect, we are in the process of updating our records and policies to comply with the new data protection standard. Please be assured that we will only use your (and your child's) personal information to provide our childcare service to you. Please also take time to read the new Privacy notice we have issued to you.

We would like to keep sending you information about your child and our Playgroup (when relevant) by email, phone, letter, Tapestry and Facebook (as applicable) but we need to be sure that we have your permission to do so.

We keep your information so that you can receive important updates about your child and our Playgroup. We have done, and will continue, to keep your information secure and never share it unless required to do so by law.

By signing this letter you are consenting to us continuing to hold and process your data and send you information.

You can, of course, ask us not to contact you by any of these means at any time. Similarly, if you opt out now you can always change your mind at a later date.

	Some examples of what we might use this for and when we may use it.
<b>Email</b>	Newsletters (usually once a half-term); notices for when something is prevalent at the setting like nits, chicken pox, etc. (on occasion); questions about fees or sessions (when appropriate); closures due to weather.
<b>Phone</b>	Information about your child whilst they are at the setting (whenever necessary); notices for when something is prevalent at the setting like nits, chicken pox, etc. (on occasion); questions about fees or sessions (when appropriate); closures due to weather; query about paying fees / late payments (when appropriate).
<b>Post</b>	Late payment notices for fees; welcome packs.
<b>Tapestry</b>	Your child's personal learning journal (weekly); information about Playgroup (on occasion).
<b>Facebook</b>	Newsletters (usually once a half-term); notices for when something is prevalent at the setting like nits, chicken pox, etc. (on occasion); closures due to weather.; information relevant to looking after young children (occasionally). *note: You may leave the Facebook group at any time and there is no need to join it at all.

Yours Sincerely,  
 Claire Hollick-Pearce & Samantha Newman  
 Co-Chairpersons of Feltwell Playgroup

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_