



Privacy Policy

Part 1: Our Contact Details

Name:	Derbyshire Toy Libraries
Address:	The Crich Glebe Field Centre, Glebe Field Close, Crich, Matlock, Derbyshire, DE4 5EU
Email:	derbyshiretoylibraries@gmail.com

Part 2: What type of information we have

We collect and process the following information:

- Personal identifiers; Name, address, contact phone numbers and email address
- Record of toys hired, the date hired and returned including future bookings.
- Attendance at Stay and Play Sessions; name of attendee, date and venue attended.

Part 3: How we get the information and why we do we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To join the Toy Library Membership
- To attend Stay and Play Sessions.
- To keep you up-to-date on DTL news, promotions and events.

We also receive personal information indirectly, from the following sources in the following scenarios:

- Health Visitors / other professional agencies to refer families to our services.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) Your consent. You are able to remove your consent at any time. You can do this by contacting us.
- (c) We have a legal obligation.
- (e) We need it to perform a public task

Part 4: What we do with the information

We use the information that you have given us in order to

- maintain the membership list
- arrange the hire of toys
- book a place at Stay and Play Sessions.
- communicate with you by email.

We may share this information with other organisations and agencies where there is a concern about a child's or vulnerable adult's welfare. Sharing of data will be undertaken in accordance with the advice from HM Government within "**Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers**" which has been updated to reflect the General Data Protection Regulation (GDPR) and Data Protection Act 2018

Part 5: How we store your information

Your information is securely stored on our electronic database on the website, access to which is password protected.

Part 6: Retention of Data

We keep records on our website data for 6 months after membership has expired. We will then dispose your information by manually deleting the record.

Part 7: Responsibilities

Board of Trustees
<ul style="list-style-type: none">• Responsible for approving the Privacy Policy and for ensuring that it is discharged. This duty will be undertaken by the Manager on their behalf.
Manager
<ul style="list-style-type: none">• Maintain a register of databases and systems used.• Regularly audit DTL processes and systems to ensure they adhere to latest legislation.• Create and maintain a retention schedule
Staff and Volunteers
<ul style="list-style-type: none">• It is the responsibility of all staff, service providers and volunteers who access Derbyshire Toy Libraries systems, to ensure that the data, whether held electronically or manually, are kept securely and not disclosed unlawfully and are processed in accordance legislation and where necessary seeking further guidance from the Manager.

Part 8: Your data protection rights

Under data protection law, you have rights including:

- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.
- Your right to object to processing - You have the the right to object to the processing of your personal data in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.
- You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at derbyshiretoylibraries@gmail.com if you wish to make a request.

Part 9: How to complain

Any Data Subject, who considers that the policy has not been followed in respect of personal data about themselves, should raise the matter with the Manager via the above email address.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113