



## General Data Protection Regulation (GDPR)

On 25 May 2018 the **General Data Protection Regulation (GDPR)** replaced the Data Protection Act 1998.

The Sunshine Centre collects, holds and uses a great deal of information about individuals; the children in our early years provisions as well as Mums, Dads and Carers and individuals attending courses etc.

Under the Regulation (EU) 2016/679 (General Data Protection Regulation), data about living individuals is known as personal data. The regulation puts in place numerous safeguards for the use of data about individuals.

Under the GDPR, the data protection principles set out the main responsibilities for organisations: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/principles/>

The Sunshine Centre has a statutory duty to comply with the requirements of the GDPR as it collects data about children and adults. The Sunshine Centre is also required to produce a privacy notice explaining how information is collected and processed.

Information about your rights under GDPR can be found on the [Information Commissioner's website \(ICO\)](#)

All of the information we hold on individuals follows the six key principles:

1. Fair, lawful and transparent
2. Collected for specified, explicit and legitimate purposes
3. Adequate, relevant and limited to what is necessary
4. Accurate, and where necessary, kept up to date
5. Kept in a form which permits identification for no longer than is necessary
6. Processed in a manner that ensures appropriate security.