



GDPR Compliance Plan for Little Dino Playgroup

1. Data Audit and Mapping

- Identify Data: List all personal data collected (e.g., parent/guardian contact details, child information, registration forms, photographs).
- Data Flow: Map how data is collected, stored, processed, and shared.

2. Lawful Basis for Processing

- Ensure all data collection is based on lawful grounds such as consent, contractual necessity, or legal obligation.
- Obtain explicit consent from parents/guardians for data collection and any special processing (e.g., photographs).

3. Privacy Notices

- Create clear privacy notices informing parents/guardians about:
 - What data is collected
 - How it is used
 - Who it is shared with
 - Duration of storage
 - Their rights under GDPR

4. Consent Management

- Use clear, affirmative consent forms for collecting personal data.
- Keep records of consent.
- Allow parents/guardians to withdraw consent at any time.

5. Data Security

- Implement appropriate security measures:
 - Secure storage (encrypted digital files, locked cabinets for physical data)
 - Access controls limiting data access to authorized staff
 - Regular backups
 - Password protection

6. Data storage Memorisation and Retention

- Collect only data necessary for the playgroup's operations.
- Establish data retention policies and securely delete data when no longer needed.

7. Data Subject Rights

- Respect and facilitate rights such as:
 - Right to access their data
 - Right to rectify inaccurate data
 - Right to erasure ("right to be forgotten")