

Data Protection Policy

At Knutz out of school club we respect the privacy of the children attending the club and the privacy of their parents or carers. Our aim is to ensure that all those using and working at Knutz out of school club can do so with confidence that their personal data is being kept secure.

Our Data Controller is Lesley Berry. The Data Controller ensures that the club meets the requirements of the Data Protection Act 2018, liaises with statutory bodies when necessary, and responds to any subject access requests.

Confidentiality

Within the club we respect confidentiality in the following ways:

- We will only ever share information with a parent about their own child.
- Information given by parents to club staff about their child will not be passed on to third parties without permission unless there is a safeguarding issue (as covered in our **Safeguarding Policy**).
- Concerns or evidence relating to a child's safety, will be kept in a confidential file and will not be shared within the Club, except with the Designated Safeguarding Lead (DSL) and the manager.
- Staff only discuss individual children for purposes of planning and group management.
- Staff are made aware of the importance of confidentiality during their induction process.
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions.
- All personal data is stored securely in a lockable file or on a password protected computer or passcode-locked phone.
- Students on work placements and volunteers are informed of our Data Protection policy and are required to respect it.

Information that we keep

The items of personal data that we keep about individuals are documented on our personal data matrix. The personal data matrix is reviewed annually to ensure that any new data types are included.

Children and parents: We hold only the information necessary to provide a childcare service for each child. This includes child registration information, medical information, parent contact information, attendance records, incident and accident records and so forth. Once a child leaves our care, we retain only the data required by statutory legislation and industry best practice, for the prescribed or recommended period of time. Electronic data that is no longer required is deleted and paper records are disposed of appropriately.

Staff: We keep information about employees to meet HMRC requirements, and to comply with all other areas of employment legislation. We retain the information after a member of staff has left our employment for the recommended period of time, then it is deleted or destroyed as necessary.

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Sharing information with third parties

We will only share child information with outside agencies on a need-to-know basis and with consent from parents, except in cases relating to safeguarding children, criminal activity, or if required by legally authorised bodies (e.g. Police, HMRC, etc). If we decide to share information without parental consent, we will record this in the child's file, clearly stating our reasons.

We will only share relevant information that is accurate and up to date. Our primary commitment is to the safety and well-being of the children in our care.

Some limited personal information is disclosed to authorised third parties we have engaged to process it, as part of the daily operation of our business, for example to run our payroll and accounts, to process on-line bookings and payments, for debt recovery. Any such third parties must comply with the requirements of the Data Protection Act 2018.

Subject access requests

- Parents/carers can ask to see the information and records relating to their child, and/or any information that we keep about themselves.
- Staff and volunteers can ask to see any information that we keep about them.
- We will make the requested information available as soon as practicable and will respond to the request within one month at the latest.
- If our information is found to be incorrect or out of date, we will update it promptly.
- If any individual about whom we hold data has a complaint about how we have kept their information secure, or how we have responded to a subject access request, they may complain to the Information Commissioner's Office (ICO).

Data Protection Act 2018

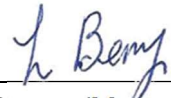
The Data Protection Act 2018 is the current statute regarding obtaining, storing and using personal data.

Privacy Notices

Knutz Out of School Club Privacy Notice is at Appendix A

Knutz Out of School Club Staff Privacy Notice is at Appendix B

Policy adopted by Knutz Out of School Club
Date adopted 01 September 2021
Due for review July 2023

Signed: 
Owner/Manager

Appendix A

Privacy Notice

At **Knutz Out of School Club** we respect the privacy of the children attending the Club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Any information that you provide is kept secure. Data that is no longer required* is erased after your child has ceased attending our Club.

We will use the contact details you give us to contact you via phone, email or post so that we can send you information about your child, our Club and other relevant news, to send invoices and communicate with you regarding payment of our fees.

We will only share personal information about you or your child with another organisation if we:

- have a safeguarding concern about your child; or
- are required to by government bodies or law enforcement agencies; or
- engage a supplier to process data on our behalf (e.g. to issue invoices, to take online bookings, or to recover debts); or
- have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- we will not be able to continue to care for your child if we do not have sufficient information about them
- even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time so cannot delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

** We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.*

Appendix A

Staff Privacy Notice

At **Knutz Out of School Club** we respect the privacy of our employees and volunteers. The personal information that we collect about you is used only to manage your employment with us and to meet the relevant requirements of employment and childcare legislation. Our legal basis for processing your personal information is to fulfil our legal obligations as an employer and childcare provider.

Any information that you provide to us is kept secure whilst you are in our employment and data that is no longer required* is erased after you leave our employment.

We will use the contact details you give us to contact you via phone, email, social media and post as appropriate, so that we can send you information about your employment, the Club and other relevant news.

We will only share personal information about you with another organisation if we:

- have a safeguarding concern that relates to you; or
- are required to by government bodies or law enforcement agencies; or
- engage a supplier to process data on our behalf (e.g. to process our payroll); or
- have obtained your prior permission.

You have the right to ask to see the data that we have about yourself and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- we will not be able to continue to employ you if we do not have sufficient information about you
- even after you have left our employment, we have a statutory duty to retain some types of data for specific periods of time* so we can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

** We do need to keep certain types of data (such as accident and wage records) for set periods of time after your employment ends, but we delete as much personal data as we can as soon as possible.*