

Fun Five GDPR – Privacy and Confidentiality Policy

This statement will cover the requirements of the General Data Protection Regulation (GDPR). It will show how The Fun Five After School Club staff collects and uses personal information about parents, children and employees. As 'Data Controller' we are responsible for how we utilise all personal information. We intend to comply with requirement and policies of the General Data Protection Act 2018.

Collection and Processing of Personal Data and Information

St John Lloyd Fun Five After School Club need to request personal information regarding the individuals at our After School Club. We are required to store information relating to Name, Date of Birth, Home Address, Telephone Numbers, National Insurance Number, Bank Account Details, Payroll Records and Tax Information of all employees, Salary, Photographs, Observation and Planning, Additional Needs, Medical Data, Next of Kin and Emergency Contact Details.

The personal data we collect is used to process your request for our services, to provide such services and to keep records of those who use our services as required in order for us to comply with the relevant parties and officials. We will only use your Personal Information when the law allows us to.

Data will be kept as accurate and up to date as possible. In order to comply with this, The Fun Five After School Club will not store information longer than necessary for the purpose registered, in accordance with the data protection guidelines. We will regularly check that the data held is kept up to date, is adequate and not excessive for the purpose it is being held. We will check records regularly for missing, excessive or incorrect data.

Authorised Disclosure of Information

The Fun Five After School Club will, in general, only disclose data about individuals with their consent. However, there are circumstances under which the club needs to disclose data without explicit consent for that occasion.

These circumstances are limited to:

Children's data disclosed to authorised parties in relation to their child's health, safety and welfare.

Children's data disclosed to parents in relation to their child's progress, achievements or general behaviour within and in the vicinity of the After School Club environment.

Staff data disclosed to relevant authorities – i.e. for payroll and administrative duties.

Only authorised staff are permitted to make external disclosures of personal data. Data used within the After School Club and staff will only be made available when the person or people requesting the information are permitted to do so and are working legitimately with the After School Club and when the information requested is required for them to complete their work.

The Fun Five After School Club will not disclose any information from childrens records that would be likely to cause serious harm to their physical or mental health or that of anyone else, including anything which may suggest that they are or have been either the subject of or are at risk of child abuse.

Data Security

The Fun Five After School Club undertake to ensure the security of personal data.

Appropriate measures are taken to ensure that the building is secure, such as locks on cupboards and filling cabinets. Only authorised personal are able to access items such as computers and personal information on paper. Computers are password protected and necessary security measures are in place to protect the loss, misuse of or alteration of information provided.

The main entrance to The Fun Five After School Club is locked and visitors are required to use the buzzer to gain entrance to the building.

Any queries and concerns regarding security of The Fun Five After School Club data should in the first instance be placed in writing and referred to the Person in Charge (Miss L Weston), the Responsible Individual (Mrs Claire Hart).

The Person in Charge and The Fun Five After School staff members are required to undertake a DBS (Disclosure and Barring Service) Check to be able to work directly with the After School Club.

Staff can be held personally liable in law under the terms of the Data Protection Act. They may also be subject to claim for damages from persons who believe they have been harmed as a result of inaccuracy, unauthorised use or disclosure of their data. A deliberate breach of the Data Protection policy will be treated as a disciplinary matter.

When no longer required all personal data will be disposed of appropriately.

Confidentiality Policy

St John Lloyd Fun Five After School Club's work, with children and families will sometimes bring them into contact with confidential information. To ensure that all who use and work in the club can do so with confidence, confidentiality will be respected in the following ways:

- Parent/Carer(s) can ask to have access to any files and records of their own child/ren but will not have access to information about any other children.
- Staff should not discuss individual children, other than for purposes of activity planning/group management with anyone other than the parents/carers of that child.
- Information given by parents/carers to the play leader/member of staff should not be passed to other adults without permission.
- Any anxieties/evidence relating to a child's personal safety should be kept in a confidential file and should not be shared within the group except with the designated Child Protection Officer.
- Issues to do with the employment of staff, whether paid or unpaid, should remain confidential to the people directly involved with making personnel decisions.
- The safety and well-being of the child will be of paramount importance.
- Volunteers/students are advised of our confidentiality policy and will be required to follow it at all times.
- All personal data is stored in a lockable cabinet or on a password protected computer.