



## Data Protection

At Barton Kids Club we respect the privacy of the children attending the Club, the privacy of their parents or carers and the privacy of our staff. Our aim is to ensure that all those using and working at Barton Kids Club can do so with confidence that their personal data is being kept secure.

We are committed to ensuring that all personal information handled by us will be processed according to legally compliant standards of data protection and data security.

Our lead person for data protection is the Club Manager (Linda Hoenes). The lead person ensures that the Club meets the requirements of data protection law, 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, where we will follow our Safeguarding Policy.
- Concerns or evidence relating to a child's safety, will be kept in a confidential file in a locked cupboard. Access to this file will be allowed by the Designated Safeguarding Lead and the Club Manager.
- Any issues or concerns relating to a child that need raising with the Committee, will be discussed only with the Club Officers and not in open forum with a wider audience.
- Medical information held on file may be made available to the GP or hospital doctor in the case of an emergency.
- Staff only discuss information relating to individual children for purposes of planning activities and managing sessions.
- Staff, including committee members, students and volunteers, are made aware of this policy and the importance of confidentiality, and are required to respect it.
- 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 on a password protected computer and/or in a locked cupboard, with access granted only to those authorised to it.

### Information that we keep

#### *Staff*

We keep information about employees in order to meet HMRC requirements, and to comply with all other areas of employment legislation. The types of personal information that we may collect, store and use about Staff include records relating to:

- Home address and contact details as well as contact details for next of kin
- Recruitment (including application forms, cvs, references and details of qualifications)



- Pay records, national insurance number and details of taxes and any employment benefits such as the workplace pension.
- Any sickness absence or medical information provided
- Telephone, email, internet, fax or instant messenger use
- Performance and any disciplinary matters, grievances, complaints or concerns.

Our lawful basis for processing this data is to meet our legal obligations. Our legal condition for processing data relating to an employee's health is to meet the obligations of employment law. We retain the data after a member of staff has left our employment for the periods required by statutory legislation and industry best practice, then it is deleted or destroyed as necessary.

### ***Children and parents***

We hold only the information necessary to provide a childcare service for each child. The types of personal information that we may collect, store and use about children and parents include records relating to:

- Name
- Contact information including address, telephone number and email address
- Registration information about children (e.g. name, date of birth, medical information, special educational needs information, likes and dislikes)
- Accident and incident records

Our lawful basis for processing this data is fulfilment of our contract with the child's parents. Our legal condition for processing any health-related information about a child, is so that we can provide appropriate care to the child. Once a child leaves our care we retain only the data required by statutory legislation and industry best practice, and for the prescribed periods of time. Electronic data that is no longer required is deleted and paper records are disposed of securely.

### **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 that we have engaged to process it as part of the normal running of our business. These third parties are ClubsBuddy in order to register with the Club on our online portal, and Spicer & Co, Accountants, to manage our payroll. We are satisfied that these third parties comply with the strict data protection regulations of data protection law.

# BARTON KIDS CLUB



## 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.
- Parents/carers can ask us to delete data, but this may mean that we can no longer provide care to the child as we have a legal obligation to keep certain data. In addition, even after a child has left our care, we have to keep some data for specific periods so we are not able to delete all data immediately.
- Staff and volunteers can ask us to delete their data, but this may mean that we can no longer employ them as we have a legal obligation to keep certain data. In addition, even after a staff member has left our employment, we have to keep some data for specific periods so we are not able to delete all data immediately.
- 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 Law

We comply with the requirements of the Data Protection Act 2018 regarding obtaining, storing and using personal data.

This policy was adopted by: Barton Kids Club	Date: October 2021
To be reviewed: 2022	Signed: Linda Hoenes, Manager