

## GDPR Data Protection Policy

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

Our lead persons for data protection will be the Club Directors and/or Managers. The lead person/s ensures that the Club meets the requirements of the GDPR, 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 onto third parties without permission unless there is a safeguarding issue (refer to our Safeguarding Children Policy)
- Concerns or evidence relating to a child's safety, will be kept in a confidential file and will not be shared with the Club, except with the Designated Safeguarding Lead and Manager
- Staff only discuss individual children for the purpose of planning and group management
- Staff are made aware of the importance of confidentiality during their Induction
- 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 either a lockable file or in a password protected computer/phone/tablet
- 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 \_\_\_\_\_.

The \_\_\_\_\_ is reviewed annually to ensure that any new data types are included.

### Children and Parents

We only hold the information necessary to provide a childcare service for each child. This includes child registration information, attendance records, medical information, parent contact information, accident and incident records and so forth.

Our lawless 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, insurance requirements and industry best practice, and only for the prescribed periods of time. Electronic data that is no longer required is deleted, and paper copies are disposed of securely or returned to parents at their request.

#### Staff:

We keep information about employees in order to meet HMRC requirements, and to comply with all other areas of employment legislation. Our lawful basis for processing this data is to meet our legal obligations. Our legal condition for processing data relating to 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 destroyed as necessary.

#### 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 (police, HMRC). 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.

Where we share relevant information where there are safeguarding concerns, we will do so in line with Government guidance *Information Sharing Advice for Safeguarding Practitioners* ([www.gov.uk](http://www.gov.uk))

Some limited personal information is disclosed to authorised third parties we have engaged to process it, as part of the normal running of our business, for example to take online bookings, to manage payroll and account. Any such third parties comply with the strict data protection regulations of the GDPR.

#### Subject access requests:

Parents/carers can ask to see information and records relating to their child, and/or any information that we keep about themselves

Staff and volunteers can ask to see information available as soon as practical, 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 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 won't be able to delete all data immediately

If any individual 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)

#### GDPR

We comply with the requirements of the General Data Protection Regulation (GDPR) regarding obtaining, storing and using personal data.

This policy was adopted on	Signed on behalf of the Club	Date for review
16/10/2024	Tina Iezekil	16/10/2025

***Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and welfare Requirements: Information Sharing and Record keeping [3.77 – 3.81]***