

CONFIDENTIALITY AND DATA PROTECTION POLICY

Data Protection Statement

The club complies with *the principles and requirements of The Data Protection Act 1998.*
Our Data Protection Compliance Officers are Bethany Eaton and Hayley Green.

All personal data and information will be kept accurate and up to date. This information will be destroyed and not kept any longer than is necessary other than when required to be kept by law for a specified time for example:

- *Health & Safety 5 years*
- *Inland Revenue 5 years*
- *National Insurance 6 years*
- *Child Protection until the child is 25 years old*

Children, staff, volunteers and governors may see information about themselves that is held on computer and in paper records.

Subject to the following paragraph, parents/carers may see the information about themselves and the child/children in their care that is held on computer and in paper records. Where there is the risk of significant harm, any decision to deny a parent or carer access to her/his records or those of her/his child, must only be made after seeking the advice and agreement of the lead agency, this could be Social Services Department or Police or Manager or Safeguarding Officer.

A copy of all information held by Wickersley Kids Club including

- *a description why this information is processed; and*
- *anyone it may be seen by or passed to*

will be provided within 40 days of receiving a request in writing from the individual concerned. Records that also contain information about other individuals will only be included if those concerned give their consent.

Before a child can attend the club every parent/carer is required to complete a registration and medical form. This information is confidential and is stored in a locked filing cabinet. It is accessible to the Managers, but to other staff only when appropriate. Staff are given information on a 'need to know' basis to assist them in caring for the children. As this information is confidential it is not accessible to any other person unless this is approved or requested by the parent.

Information disclosed informally or formally by a parent is treated in the same way. The exception to this would be in a medical emergency if the parent/carer/emergency contact were unavailable.

On the medical form parents/carers are required to sign a consent form to permit emergency treatment for their child.

If a person *or any other agency* wants information about a child or a parent they and the staff concerned must have the *written consent* of the parent concerned before this is given out, e.g. giving out a parent's work telephone number to another parent who is no longer able to collect their child.

Staff will not disclose information on any other aspects, about other parents or children, to anyone not that parent or child concerned, *unless information is requested or permission is given by parents of the children concerned:*

- for the purposes of child protection, crime, taxation and other disclosures permitted under the Non-Disclosure exemption; - is requested by an authorised agency; and - is lawful.

Reviewed on: 10/04/2018