

Fair Play Out-of-School Club (for Coleridge School)



Waverley Club

Shirley Boffey House
10 Waverley Road
N8 9QS
Ofsted: EY478196

Breakfast Club at Waverley (before school for infants)

Edison Club

Resource Centre
18a Edison Road
N8 8AE
Ofsted: EY277677

East Hall Club

Coleridge School
10 Waverley Road
N8 9QS
Ofsted: RP523074

Breakfast Club at Edison (before school for juniors)

Data Protection Policy (replaces Confidentiality Policy)

At Fair Play, we respect the privacy of the children attending the Club; the privacy of their parents/carers; and the privacy of our staff and volunteers. We aim to ensure that all those using and working at Fair Play are confident that their personal data is kept securely.

Fair Play Childcare Ltd's lead person for data protection is Sarah Miller. The lead person:

- ensures that the Club meets the requirements of all data protection laws, including the General Data Protection Regulation 2018 (GDPR)
- liaises with statutory bodies when necessary
- responds to requests from parents, members of staff and volunteers to view the information held about them.

All staff, students on work placements and volunteers are told about our Data Protection Policy and are required to respect it. Staff are made aware of the importance of confidentiality and data protection during their induction process.

Information that we keep and retention period

The items of personal information that we keep about children, parents/carers and members of staff are documented on our personal data audit. The personal data audit describes why we keep different types of information, how and where we keep it, and when we destroy or delete it. The personal data audit is reviewed annually.

Children and parents:

We only collect and keep information that is necessary to provide a high quality childcare service. This includes *google* waiting list forms, *word* child registration information, medical information, parent/carer contact information, attendance records, incident, and accident records.

When a child leaves our care, we only retain data required by legislation, regulations, and industry best practice for prescribed periods of time. Electronic data that is no longer required is deleted and paper records are disposed of securely.

Staff:

We keep information about employees in order 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 in line with employment regulations and best practice: it is then deleted or destroyed as necessary.

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Security

All personal data is stored securely in a lockable file, on a password protected computer or on a passcode-locked phone.

Keeping information up to date

We will formally ask parents to review the information we hold about them and their child once a year. We ask parents to tell us throughout the year if there are changes in their personal information – eg if they move or change phone numbers, or if their emergency contact changes.

Sharing information

Children and parents:

Information given by parents about their child will not be passed on to third parties without their permission unless there is a safeguarding issue (as covered in our Safeguarding Policy), or if we are required to do so by government bodies or law enforcement agencies. If we decide to share information without parental consent, we will record this in the child's file, clearly stating our reasons. Concerns or evidence relating to a child's safety, will be kept in a confidential file and will only be shared with the Club's designated Child Protection Officer and the manager.

We may also share information with staff at Coleridge Primary School (your child's teacher or a member of the Coleridge senior management team).

We will only ever share relevant information that is accurate and up to date.

We disclose a limited amount of personal information to authorised third parties engaged by Fair Play Childcare Ltd to process data as part of the normal running of our business, for example to manage accounts. Any such third parties (like a bookkeeper) comply with data protection laws and regulations.

We will not share information about a particular child with another child's parent or carer.

Individual children are only ever discussed by staff for the purposes of care planning and group management.

Staff:

Only staff who make personnel decisions are told about issues relating to the employment of staff, as well as issues relating to volunteers and students.

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Access requests

Parents/carers can ask to see the information and records we keep about them and their child.

Staff and volunteers can ask to see the information and records 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 the information we hold is found to be incorrect or out of date, we will update it promptly.

If a parent or member of staff 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).

Policy adopted by Fair Play Out-of-School Club May 2018. To be reviewed May 2024.