GDPR Policy

including privacy notice and retention policy.

**Aim:**

To ensure all data is safe and only seen by the correct people.

**Information Commissioners Office (ICO):**

Within the new GDPR, all those who hold data on individuals must notify as a data controller with the Information Commissioners Office (ICO). I have been registered with ICO since January 2022 and will continue to do so for as long as I am legally required to do so.

The ICO is the UK’s independent public body set up to uphold information rights in the public interest promoting openness by public bodies and data privacy for individuals. The ICO enforces and oversees the GDPR.

Under the GDPR guidelines regarding data protection, all those obtaining and storing data on other individuals must be registered with the ICO and comply with all data protection and general data protection regulations.

Notification is a legal requirement and all businesses who are processing personal information must notify unless they are exempt. Personal information includes photographs.

I will protect myself by never giving out:

* Personal information or financial details,
* Details of our participants.

**The Data Protection Act:**

“The Data Protection Act 2018 controls how your personal information is used by organisations, businesses or the government. The Data Protection Act 2018 is the UK’s implementation of the General Data Protection Regulation (GDPR).” [https://www.gov.uk/data-protection]

I need to be aware of the regulations which apply to keeping information on children or parents.

“Everyone responsible for using personal data has to follow strict rules called data protection principles. They must make sure the information is:

* Used fairly, lawfully, and transparently,
* Used for specific, explicit purposes,
* Used in a way that is adequate, relevant, and limited to only what is necessary,
* Accurate and, where necessary, kept up to date,
* Kept for no longer than is necessary,
* Handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction, or damage.” [https://www.gov.uk/data-protection]

“Article 5(2) requires that ‘the controller shall be responsible for, and be able to demonstrate, compliance with the principles.’” [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/711097/guide-to-the-general-data-protection-regulation-gdpr-1-0.pdf]

**When handling, collecting, processing, or storing personal date, I will ensure that:**

* All personal date is accurate and up to date,
* Errors are corrected effectively and promptly,
* The data is securely destroyed (shredded/deleted) when it is no longer needed. Time scales vary for different types of data and this information be obtained upon request by anyone whose data is held within my setting,
* The personal data is kept secure at all times. Online data is only stored on approved secure sites with parents’ permission and only accessed from password protected and virus checked devises,
* The GDPR is considered when setting up new systems or when considering use of the data for a new purpose. All new purposed must be made known to individuals and consent obtained.

**It is equally important NOT to:**

* Process personal data that I do not need for my work,
* Use the data for any purpose that it was not explicitly obtained for,
* Process data that is inaccurate,
* Store/process/handle sensitive personal data unless I have the individuals explicit consent or it is for lawful reasons in order to carry out the contract or for compliance with a legal obligation.

If you would like to find out more information about GDPR, your data, and your rights, you can visit <https://ico.org.uk/your-data-matters/> or <https://www.gov.uk/data-protection>

Policy to be reviewed no less than once every six months.

Reviewed: 31st January 2023

Signed: E Andrews

Privacy Notice - GDPR

In accordance with article 6 of the General Data Protections Regulations (GDPR, May 2018), it is a requirement to provide you with information about the details I keep about you and your child.

Most of the information I collect from you is for statutory reasons and when sharing information with me it is optional, so I will let you know that you have a choice to share this information.

**The records and personal data I hold:**

* Participant information, including name, age, address and contact details,
* Parent/carer information, including name, address and contact details,
* Emergency contact information, including name, address and contact details,
* Information about participants health, disability, and well-being,
* Photographs and videos for advertisement purposes (only of participants who I have a signed consent form from).

All records are kept as paper copies which are stored in a locked filing cabinet. Photographs are stored on an external hard drive which is also stored in the locked filing cabinet.

**Data sharing:**

I am required to ensure that the information I collect about you and your child is treated confidentially and only shared without your permission when there is a need, for example in safeguarding circumstances. Parental permission will be required to share any information with outside agencies.

**How long I keep your data for:**

I am required to hold data for as little time as possible. However, accidents forms need to be kept for a certain period of time. I must hold accident forms for a minimum of 3 years, however if the participant is under 18 years old, I must keep the accident form until they have reached 21 years and 4 months old.

**How I delete your data:**

Digital – Information and date held in a digital format will be deleted from my computer when no longer needed.

Paper – Files held in paper format will be handed to parents or shredded when they become no longer needed.

**Online data:**

I will keep a copy of your mobile phone number and/or email for transferring information across such platforms as WhatsApp, text messages, email, and other agreed platforms. I will continue to use this method unless instructed otherwise.

**Deleting data:**

If a parent requires me to delete or destroy any information about their child, I will discuss the information with them and explain which parts can be deleted and which information must be kept in order to comply with GDPR.

**How you can make a complaint:**

I am required to inform you about how you can make a complaint relating to a data breach or if you think I am not processing your data appropriately.

Complaining to ICO:

icocasework@ico.org.uk

Telephone: 0303 123 1113

Textphone: 01625 545 860

Monday to Friday – 9am to 4:30pm

Address:

Information Commissioner’s Office

Wycliffe House Water Lane

Wilmslow

Cheshire

SK9 5AF

Or visit <https://www.gov.uk/data-protection/make-a-complaint>

Policy to be reviewed no less than once every six months.

Reviewed: 31st Januray 2023

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