Privacy Notice – General Data Protection Regulations 2018

Knightwood Kids Club are the data controller for the purposes of the General Data Protection Regulations. We collect information from you about your child/children and may receive information about them from knightwood Primary School and other schools if attending Knightwood Holiday Clubs.

WHY DO WE COLLECT AND USE PERSONAL INFORMATION?

* To maintain our own accounts and records
* To provide pastoral care
* To protect and safeguard children
* To keep children safe (food allergies or emergency contact details)
* To assess the quality of our services and how well our club is doing
* To comply with the law regarding data sharing

THE CATAGORIES OF PERSONAL INFORMATION THAT WE COLLECT, HOLD AND SHARE INCLUDE:

* Names, addresses and numbers of persons who can be contacted or can collect
* Personal information (such as name, parent/guardian contact details and addresses)
* Characteristics (such as ethnicity, language, and nationality)
* Safeguarding information (such as court orders)
* Attendance information (such as sessions attended)
* Special educational needs
* Medical and administration (such as doctors information, child health, allergies, medication and dietary requirements)

The General Data Protection regulation allows us to collect and use children’s information with consent of the data subject, where we are complying with a legal requirement, where processing is necessary to protect the vital interests of the data subject or another person and where processing is necessary for the performance of the task carried out in the public interest or in the exercise of official authority vested in the controller. When personal information is Special Category Information we may rely on processing being in the substantial public interest in addition to consent of data subject and the vital interests of the data subject or another.

Our requirement for this data and our legal basis for processing this data includes the Education Act 1996,2002 and 2011, The Children’s Act 1989 and 2004, Education and Skills Act 2008, Schools Standards and framework Act 1998 and the Equalities Act 2010.

Articles 6 (1) (e) and 9 (2) (g) where data processed is special category data of the General data Protection Regulations (GDPR) from 25th May 2018.

COLLECTING PERSONAL INFORMATION

We collect information from parents/carers through a registration pack when they start Knightwood Kids Club.

Whilst the majority of personal information you provide us mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain personal information to us of if you have a choice in

2

this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

STORING PERSONAL DATA

All Data is locked securely away in a cupboard.

WHO DO WE SHARE CHILDREN’S INFORMATION WITH?

We may share children’s information with:

* Our local authority and their commissioned providers of local authority services
* The Department for Education (DfE)
* Police and law enforcement
* Committee
* Club staff
* Family representatives and associates of the person
* Social and welfare organisations
* Club trip organisations
* SEN services
* Knightwood Primary School

WHY WE SHARE CHILDREN’S INFORMATION

We do not share personal information with anyone without consent unless the law and our policies allow us to do so. We may share children’s date with the Department for Education (DfE) on a statutory basis either directly or via our local authority. All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current government security policy framework.

DATA COLLECTION REQUIREMENTS:

To find out more about the data collection requirements placed on us by the Department for education go to <https://.gov.uk/eduction/data-collection-and-census-for-schools>

The department may share information about our children from the NPD with third parties who promote the education or well-being of children in England by:

* Providing information, advice or guidance.

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE release data to third parties are subject to a strict approval process and based on a detailed assessment of:

* Who is requesting the data
* The purpose for which it is required
* The level of sensitivity of data requested: and
* The arrangements in place to store and handle the data

3

To contact DfE: <https://www.gov.uk/contact-dfs>

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information, please put in writing to the Chair of Knightwood Kids Club.

You also have the right, subject to some limitations to:

* Object to processing of personal data that is likely to cause, or is causing, damage or distress
* Object to decisions being taken by automated means
* In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
* claim compensation for damages caused by a breach of Data Protection Regulations

We will on a regular basis request up to date personal data in order to ensure our records are up to date and accurate.

CONTACT:

If you would like to discuss anything in this privacy notice, please contact:

The chairperson …………………………………………………………… Data Protection Officer of Knightwood Kids Club.

Either in writing to:

Knightwood Kids club

c/o Knightwood Primary School

Bellflower Way

Chandlers Ford

Eastleigh

Hampshire

S0534HW

or

Telephone in first instance Knightwood Kids Club 07850 692091 we will pass your message on and the Chairperson will get back you as soon as possible.

Policy start Date May 2018

Policy Reviewed Oct 2019

Policy Reviewed Jan 2024