



Waterbeach After School Play Scheme

Data Protection Policy

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

Our lead person for data protection is Sarah Heil. The lead person ensures that the Club meets the requirements of the General Data Protection Regulations (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 on to third parties without permission unless there is a safeguarding issue (as covered in our **Safeguarding Policy**).
- Concerns or evidence relating to a child's safety, will be kept in a confidential file and will not be shared within the Club, except with the designated Child Protection Officer, the manager or Coordinator responsible for the session. Depending upon the duties designated other members of staff may be made aware of specific issues to allow them to safeguard a child. The Chair and Child Protection representative on the management committee may also be informed, depending upon the circumstances.
- Staff will only discuss individual children for purposes of planning and group management.
- Staff are made aware of the importance of confidentiality during their induction process.
- 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 a lockable filing box and electronic files are stored on password protected computers and encrypted memory sticks.
- 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 our personal data matrix. The personal data matrix is reviewed annually to ensure that any new data types are included.

Children and parents: We hold only the information necessary to provide a childcare service for each child. This includes child registration information, medical information, information on any additional needs, parent contact information, attendance records, incident and accident records and so forth. Where applicable, we will obtain child protection plans from social care and health care plans from health professionals. We will also ask for information about who has parental responsibility for your child and any court orders.

Once a child leaves our care, we retain only the data required by statutory legislation and industry best practice, and for the 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 for the recommended period of time, then it is deleted or destroyed as necessary.

Why we collect information

We use personal data about parents/carers and their children in order to provide childcare services and fulfil the contractual arrangement they have entered into. This includes using personal data to:

- Contact parents/carers in case of an emergency;
- Support a child's wellbeing and development;
- Manage any additional educational, health or medical needs of a child whilst at the setting;
- Maintain contact with parents/carers about their child and respond to any questions they may have; and
- Keep parents/carers updated with information about our service.

Sharing information with third parties

We will only share child information with outside agencies, including the school, 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 (e.g. Police, HMRC, Ofsted, etc). 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.

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 in order to take online bookings, via Ipal, and to manage our payroll and accounts. Any such third parties comply with the strict data protection regulations of the GDPR.

Committee details are shared with Ofsted and charities commission and our insurance company.

How we protect personal data

Personal data is protected from unauthorised access, loss, being accidentally destroyed, misused, or disclosed by:

- Storing it in a locked filing cabinet, where only designated members of staff have access to it; and
- Storing any electronic files on password protected laptops and encrypted memory sticks.

Retention timescales

A child's personal data will be retained for up to three years after the child no longer attends the setting. Medical and accident records are kept for longer, according to legal requirements.

Staff records are kept for up to 6 years after the member of staff leaves our employment.

Personal data rights

Parents/carers (either for themselves or their children), staff and volunteers have the right to:

- Request access, amend or correct personal data (see 'Subject access requests' below);
- Request that we delete or stop processing their personal data, for example where the data is no longer necessary for the purposes of processing; and

- Request that we transfer their personal data to another person.

Subject access requests

- Parents/carers can ask to see the information and records relating to their child, and/or any information that we keep about themselves.
- Staff and volunteers can ask to see any information that 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 our information is found to be incorrect or out of date, we will update it promptly.
- If any individual about 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 by: Waterbeach After School Play Scheme (WASPS)	Date: 11-Feb-2024
To be reviewed: February 2026	Signed (Chairperson):

Written in accordance with the *Early Years Foundation Stage Statutory Framework For group and school-based providers (2024): The Safeguarding and Welfare Requirements: Information and Record Keeping [3.77-3.80]*