



## Data Protection Policy

The Data Protection Act 1998 governs the use of personal information by business and other organisations. As an after school club we need to store personal details about staff and about the children attending the club, so we must comply with the principles of the Act.

### Data Protection Principles

The Act required that personal information is:

Processed fairly and lawfully

Processed for one or more specified and lawful purposes, and not further processed in any way that is inconsistent with the original purpose

Adequate, relevant and not excessive

Accurate and, where necessary, kept up to date

Kept for no longer than is necessary for the purpose for which it is being used

Processed in line with the rights of the individuals

Kept secure

### Data Protection in practice:

In our day-to-day practice that means that we should:

Handle people's personal data only in ways they would reasonably expect. For example, we should not use the emergency contact details that we have on file for each child in order to give information to outside sources.

Keep the data secure. For example, we don't keep staff records on the same computers that the children play with at Conker club. We make sure that the computer we use for Conker Club business is in a secure location and has virus protection enabled. We keep paper-based personal information in a locked drawer or other lockable container.

We do not pass on personal data to other organisations without the individual's permission. There are some exceptions to the rule:

We must pass on data if requested by the police and certain other statutory bodies (eg. HMRC).

We have a legal duty to pass on information to the appropriate authorities if we believe a child has been abused or is at risk of abuse.

We only keep personal information for as long as we reasonably need it. For example, once a new member of staff has been in post for six months, we no longer need to keep a record of their CRB disclosure.

### **Requests for access to personal data**

If we hold information about any individual, that person has a right to ask for a copy of the information that we hold about them. To obtain access to their personal data the individual must make a request to the Conker Club Manager.