



Privacy Notice - Data Protection Act 1998

Conker Club is registered under the Data Protection Act 1998. We collect information from you and may receive information about you from school (NFIS). We hold this personal data and use it to:

- Help in planning and monitoring activities
- Provide appropriate care
- Raise invoices and monitor payments for your child
- On-going assessment of how the club as a whole is performing

The information we hold on you/your child includes

- Name, address & date of birth
- Contact details (for those you have nominated to collect your child)
- Invoice and payment details
- Attendance
- Special educational needs
- Some medical history.

This information may be held on either computer file or paper file, or both.

Some information will only be held on computer file for the year that your child attends Conker club. After then it will be deleted. Paper copies of daily attendance sheets, registration forms, first aid records etc have to be held for a considerable period of time.

This information will not be given to anyone outside the school without your consent unless the law and our policies allow us to.

If you wish to see a copy of the information we hold and share about you then please contact Becky Smye-Rumsey, Administrator, or Lorraine Oliver Manager.