



SIMPLY PENDOYLAN

Data Protection Policy

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

Our lead person for data protection is Amanda Baker. The lead person ensures that the Club meets the requirements of the 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 share information with a parent or carer about their own child.
- Information provided by parents to Club staff about their child will not be passed on to third parties without permission, unless there is a safeguarding concern (as outlined in our Safeguarding Policy).
- Concerns or evidence relating to a child's safety will be kept in a confidential file and will only be shared with the designated Child Protection Officer and the Manager.
- Staff discuss individual children only for the purposes of planning and group management.
- Staff are made aware of the importance of confidentiality during their induction.
- Issues relating to the employment of staff, whether paid or voluntary, remain confidential to those involved in personnel decisions.
- All personal data is stored securely in a lockable filing cabinet and on password-protected systems.
- Students on work placements and volunteers are informed of this Data Protection Policy and are required to adhere to it.

Information We Keep

The personal data we hold about individuals is documented in our Personal Data Matrix, which is reviewed annually to ensure it remains accurate and up to date.

Children and Parents

We hold only the information necessary to provide a childcare service. This includes:

- Child registration details
- Medical information
- Parent/carer contact details
- Attendance records
- Incident and accident records

Once a child leaves our care, we retain only the data required by statutory legislation and best practice, and only for the prescribed retention periods. Electronic data is deleted when no longer required, and paper records are disposed of securely.

Staff

We retain staff information to meet HMRC requirements and comply with employment legislation. This information is kept for the recommended retention period after employment ends, after which it is securely deleted or destroyed.

Sharing Information with Third Parties

We only share information about children with outside agencies on a need-to-know basis and with parental consent, except where:

- There are safeguarding concerns
- There is suspected criminal activity
- Disclosure is required by law (e.g. Police, HMRC)

If information is shared without parental consent, the reasons will be clearly recorded in the child's file.

We ensure that any information shared is relevant, accurate, and up to date. Our primary commitment is to the safety and wellbeing of the children in our care.

We may share limited personal data with trusted third parties to support the running of our Club (e.g. booking systems, payroll, and accounting services). All such providers comply with GDPR requirements.