



## DEBS OUT OF SCHOOL CLUBS

### DATA PROTECTION POLICY

#### OUR RESPONSIBILITY

The club holds data such as:

- Children's personal details
- Parents / carer's personal details
- Staff personal details such as career history, qualifications & training records, written references, DBS disclosure references, sickness & absence records on current and prospective employees for the purpose of recruitment, administration of salaries and statutory returns.
- Daily records of attendance of staff and children
- Compliments and complaints
- Records of accident, serious illnesses and other significant events
- Records of people who visit the club
- Records of any medicine administered
- Payment records such as invoices, accounts, receipts and pay slips
- Minutes of meetings held, insurance details
- The club is legally obliged to share certain information. The club must provide CIW with personal and other information in accordance with The Child Minding and Day Care (Wales) Regulations 2010 (Regulation 31 and schedule 4) and the National Minimum Standards for Regulated Childcare (Standard 21: 'notification of significant events' in order to comply with other regulation such as health & safety law. Upon legitimate request, information held on staff may also be shared with organisations such as the Inland Revenue, local authorities and the Department of Work & Pensions

#### Retention Periods

- Records about children who attend our club are kept completely confidential and will be kept on record for 3 years after the last date on which the child attends the club
- Parents/carers are able to view the records kept on their own children on request, except where a child's welfare is deemed to be at risk in line with our confidentiality policy
- Records are also kept on each member of staff working or volunteering at the club. These are kept confidential and will be kept on record for a minimum of 3 years after the last day of employment
- Employees are entitled to access the information held about themselves at reasonable intervals
- Minutes, accounts, invoices, receipts, assets list, accident & incident book etc are kept safely for 7 years
- All records that are subject to other factors/organisations such as grant terms and conditions, CIW, Health & Safety Executive, insurers, child protection agencies may also define how long certain records are kept
- The Employee's Liability Insurance certificate must be retained for 40 years

The sensitivity of this information is recognised, and the safeguard of this information is given the highest security. Only authorised employees are fully trained and aware of their

responsibilities with regard to confidentiality of such information. Employee information is only disclosed when required and strict controls govern such disclosure.

#### EMPLOYEE RIGHTS

Employees are entitled to access the information held about them at reasonable intervals. Applications should be made in writing to the manager who will be pleased to respond to any concerns employees may have regarding the holding of personal data.

#### RESPONSIBILITY AS A HOLDER OF PERSONAL INFORMATION

No staff member shall disclose private information which is not the public domain (e.g. home telephone numbers) regarding employees, parents of children etc. unless they are clearly required by that company to operate its business. If unsure of the nature of any request then refer the matter to the proprietor.

Remember: One of the main provisions of the Data Protection Act 1984 is that if any unregistered or incorrect data is disclosed about an individual then he or she is entitled to claim for any damage suffered.