



## AYLESBURY TOWN COUNCIL

### Jonathan Page Play Centre - Data Protection Policy

At Jonathan Page Play Centre (JPPC) we respect the privacy of the children attending the After School Club and Holiday Playschemes and the privacy of their parents/carers, as well as the privacy of our staff. Our aim is to ensure that all those using and working at Jonathan Page Play Centre can do so with confidence that their personal data is being kept secure.

Aylesbury Town Council's lead person for data protection is Anthony Motyka. The lead person ensures that JPPC meets the requirements of the GDPR, liaises with statutory bodies when necessary, and responds to any subject access requests.

#### Confidentiality

Within JPPC we respect confidentiality in the following ways:

- Parents/Carers can ask to see records relating to their own child but will not have access to information about any other children.
- Information given by parents/carers to JPPC 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 only be shared with permanent JPPC on a need to know basis, the Designated Safeguarding Officer and the Town Clerk.

- Staff only discuss individual children for purposes of planning and group management.
- Permanent and Casual 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 file or on a password protected computer.
- 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/carers:** We hold only the information necessary to provide a childcare service for each child. This includes child registration information, medical information, parent/carer contact information, attendance records, incident and accident records and so forth. 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.

### **Sharing information with third parties**

We will only share child information with outside agencies on a need-to-know basis and with consent from parents/carers, except in cases relating to safeguarding children, criminal activity, or if required by legally authorised bodies (e.g. Police, HMRC, etc.). If we decide to share information without parental/carer 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, and to manage our payroll and accounts. Any such third parties comply with the strict data protection regulations of the GDPR.

### **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.

### **Related policies**

See also: ATC Data Protection Policy, JPPC Confidentiality Policy, JPPC Privacy Notice

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information and records [3.68 -3.71]*.

***Adopted by Aylesbury Town Council: April 2019***

***Review Date: April 2020***