



## friends on the hill

### general data protection regulations (gdpr) policy

- 1 general data protection regulations (GDPR) policy
  - 1.1 the general data protection regulation (GDPR) is an EU law that came into effect on 25th May 2018 replacing the current data protection act 1998. it will give individuals greater control over their own personal data. as an activity club it is necessary for us to collect personal information about the children who attend as well as staff and parents/carers.

under schedule 2 of the data protection act 1998, friends on the hill will only collect personal information for which there is a legitimate use and will not use the information in any way that has unjustifiable adverse effects upon the individuals concerned or use the data in any way that is unlawful. your information will be held securely and will only be accessible by staff who are authorised to do so.
  - 1.2 friends on the hill is registered with the information commissions office, ICO, under registration reference: ZB744471 and has been registered since 1 sep 2024 the certificate can be viewed on the parent's display.
- 2 who we are
  - 2.1 we are a parent run after school club who together with staff provide childcare to primary school age children in South London. we can be contacted via [hello@friendsonthehill.com](mailto:hello@friendsonthehill.com)
- 3 from whom might we collect personal data?
  - 3.1 we will collect and/or use personal data from prospective and attending parents about them and their children. we will also collect and/or use personal data from staff and the management committee. under GDPR (2018) the legal basis for collecting this data is for the performance of a contract, to provide a service and as required by legal frameworks such as those governed by OFSTED and HMRC.
- 4 what kind of personal data might we record?

- 4.1 parents & children: at registration we will ask you for the parent names and contact details (telephone, email, contact address) and children's names, age & dob, and health, learning & care needs including allergies, medication and GP details. we will also ask you for your consent to store this personal information along with other consents. you will also be asked to provide the details of emergency contacts and people with permission to collect the child and rights to take photos and videos of your children for marketing purposes. all of this information will be collected and stored on our digital club management platform.
- 4.2 staff: we will ask staff to complete an application. we will ask for contact details such as NI number, personal banking details for payroll, right to work in the UK, a piece of identification, an enhanced DBS check as well as relevant qualifications and certificates relevant to the job.
- 5 with whom might we share your personal data?
- 5.1 parents & children: we will share the information provided with staff working in the club as well as the committee that oversee the running of the club. we will only share information with external agencies with your permission or with statutory agencies when required i.e. with OFSTED during an inspection or with the local council or NHS if there are concerns about the welfare of your child. we will also share your information as needed if there is a breach of contract and any action is needed as a result of this breach.
- 5.2 staff & management committee: we will share your data with other parties only as needed to ensure we can fulfil the requirements of running the club for example satisfying the requirements your employment contract eg with the bank so that you are paid and with HMRC.
- 5.3 all: we may need to share your information with third parties connected to the running of the club such as suppliers, regulatory bodies and with the management of the premises such as when recording accidents in the building. this will only be when required and wherever possible will be with your consent.
- 6 how do we hold your personal data?
- 6.1 we hold information on our mobile phones, laptops and in paper files. phones and laptops are protected by an access code or pattern or password and paper files are kept in a locked room or cabinet.
- 7 for how long do we hold your personal data?
- 7.1 there are different rules about how long different pieces of information should be held. Ofsted generally require that most records are held for at least two years after the child has left the club, except for complaints records which it requires us

to hold for at least three years after the date of the complaint. unless otherwise required general information will be kept for one year after contact with a prospective or attending parent and child ends. financial and attendance information will be kept for six full tax years following the end of a tenancy.

8 what are your rights of access to your personal data?

8.1 you have the right to access the information and correct any inaccuracies in the information we hold about you. in certain circumstances you have the right to delete information that we hold. please note that it may prevent us from being able to offer you a service if you choose to delete certain/all information. please let us know if you would like access.

9 data breaches

9.1 we will contact you (via the last contact information available for you) to inform you if there is any breach to your data confidentiality within 72 hours of discovering any breach. we will also report any breach to the information commissioner within 72 hours.

if you have any concerns or complaints the information commissioners office can be contacted on 0303 123 1113 or via [www.ico.org.uk](http://www.ico.org.uk)

last updated: 1 sep 2024