

Carr Lane Kids Club, Carr Lane, Willerby

Privacy Notice

At Carr Lane Kids Club, we respect the privacy of the children attending the Club and the privacy of their parents or carers. The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

We may collect and process the following data about you:

- Personal details of you or your child, such as: name and title, gender, date of birth, health and dietary details, relationship to child, responsibility for the child
- Contact data, such as: address (including billing), telephone and mobile number(s), e-mail address, Emergency contact details for you
- Image data, namely: photographs
- Transaction data, such as: details about payments from you
- Profile data, such as: password for collection of a child, permission

Why we collect personal data on a lawful basis:

We will on occasion need to process special category personal data (concerning health, ethnicity, religion in accordance with rights or duties imposed on it by law, regarding safeguarding or from time to time by explicit consent where required. These reasons will include:

To safeguard pupils' welfare and provide appropriate pastoral (and where necessary, medical) care, and to take appropriate action in the event of an emergency, incident or accident, including by disclosing details of an individual's medical condition or other relevant information where it is in the individual's interests to do so: for example for medical advice, for social protection, safeguarding, and cooperation with police or social services, for insurance purposes or to caterers or organisers of school trips who need to be made aware of dietary or medical needs.

To provide educational services in the context of any special educational needs of a pupil.

To provide spiritual education in the context of any religious beliefs.

Collection of Personal Data

We collect personal data through registration forms and consent forms.

Storage of Data

Any information that you provide is kept secure within the Club and only accessible by Club staff.

Data that is no longer required is erased after your child has stopped attending our Club, however, after your child has left our care, we have a statutory duty to retain some types of data, such as records of complaints, accidents and attendance but we do delete as much personal data as we can. Pupil work will be returned to the parents when leaving the club.

We will use the contact details you give us to contact you via phone, text message, email or post so that we can send you information about your child, our Club and other relevant news and to communicate with you regarding payment of our fees.

Sharing Information

We will only share personal information about you or your child with another organisation if we:

- Are required to by government bodies or law enforcement agencies; or
- Have a safeguarding concern about your child; or
- Engage a supplier to process data on our behalf (e.g. to issue invoices, to take online bookings, or to recover debts); or
- Have obtained your prior permission.

Requesting Access to Personal Data

You have the right to ask to see the data that we have about yourself or your child, to object to us processing data if likely to cause damage or distress and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that we will not be able to continue to care for your child if we do not have sufficient information about them. If you wish to request access to personal data held by the Club, please contact Sue Drewery on email: sm.sd@hotmail.co.uk.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO), <https://ico.org.uk/concerns/>.