

Emmer Green after school club Childs/ parents details policy and privacy notice

1. Introduction

This policy has been introduced to ensure that our records on the children that attend EGASC are kept securely, are accessible to staff and are kept up-to-date by all parents / carers who have children in attendance at EGASC. The personal information we collect about you and your child is only used to provide appropriate care for them and communicate with you effectively.

2. Statement of intent

It is our intention to ensure that EGASC staff has all the necessary information on a child to ensure their safety and well being at all times, whilst respecting the privacy of our parents, carers and children.

3. Methods

In order to achieve this, we operate the following policy on child details:

- Before starting at EGASC parents / carers must ensure that they have completed a registration form and it has been given to the club manager at EGASC for each child they have in attendance.
- At the start of each academic year EGASC will issue parents / carers with a blank registration form, which should be completed and returned to ensure that EGASC has the most up-to-date information on each child. Your old registration forms will be disposed of accordingly.
- It is the parents / carers responsibility to ensure that the Child registration form contains the most up-to-date information (ie telephone numbers, emergency contacts, addresses, allergies or dietary needs) and if any details change in between, they should request a new form to complete from a member of staff.
- Completed registration Forms, with childrens details will be kept in the relevant file for each child, which will be easily accessible in case of an emergency but stored securely when EGASC is closed.
- Confidential information will be kept for 3 years after the child has left EGASC (registration form, incident/accident, medication forms) All concerns, and any safeguarding/ child protection logs made are kept for 6 years.

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

- Have a safeguarding concern about your child
- Are required to by government bodies or law enforcement agencies
- Have obtained your prior permission

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for data to be deleted, but note:

- We will not be able to continue to care for your child if we do not have sufficient information about them
- We have a statutory duty to retain some types of data for specific periods of time. Please see above.

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)

Related policies

See also: **Confidentiality and information sharing policy, Admissions policy, Data protection policy**