

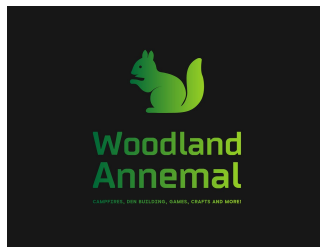
Data Protection Policy

Woodland Annemal staff and committee intend to comply with requirements and policies of the General Data Protection Act 2018 Collection and processing of personal data and information, Woodland Annemal need to request personal information regarding the individuals at our Holiday Club and Parties. We are required to store information relating to Name, Age, Special Needs, Family details, including parents' details and other family members, address, telephone numbers, doctors, etc. The personal data we collect is used to process your request for our services, to provide such services and to keep records of those who use our services as required in order for us to comply with the relevant parties and officials.

Data will be kept as accurate and up to date as possible. In order to comply with this, Woodland Annemal will not store information longer than necessary for the purpose registered, in accordance with the data protection guidelines. We will regularly check that the data held is kept up to date, is adequate and not excessive for the purpose it is being held. We will check records regularly for missing, excessive or incorrect data. Authorised disclosure of information Woodland Annemal will, in general, only disclose data about individuals with their consent. However, there are circumstances under which Woodland Annemal needs to disclose data without explicit consent for that occasion. These circumstances are limited to: Pupil data disclosed to authorised recipients related to education and administration necessary for Woodland Annemal to perform its statutory duties and obligations.

Pupil's data disclosed to authorised parties in relation to their child's health, safety and welfare. Pupil's data disclosed to parents in relation to their child's progress, achievements or general behaviour within and in the vicinity of the Woodland Annemal. Staff data disclosed to relevant authorities – i.e. for payroll and administrative duties. Only authorised staff are permitted to make external disclosures of personal data. Data used within Woodland Annemal and staff will only be made available when the person or people requesting the information are permitted to do so and are working legitimately with the company and when the information requested is required for them to complete their work.

Woodland Annemal will not disclose any information from pupils' records that would be likely to cause serious harm to their physical or mental health or that of anyone else, including anything which may suggest that they are or have been either the subject of or are at risk of child abuse. Data Security at Woodland Annemal undertake to ensure the security of personal data. Appropriate measures are taken to ensure that the data is secure password encrypted. Only authorised personnel are able to access items such as computers and personal information on paper and disks etc. Computers are password protected and necessary security measures are in place to protect the loss, misuse or alteration of information provided. Any queries and concerns regarding security of Woodland Annemal data should in the first instance be placed in



writing and referred to the Person in Charge/Owner (Anne Flaherty), the Club Leader (Anne Flaherty).

The Person in Charge and Staff members are required to undertake a Criminal Records Bureau Check to be able to work directly with Woodland Annemal. Staff can be held personally liable in law under the terms of the Data Protection Act. They may also be subject to claim for damages from persons who believe they have been harmed as a result of inaccuracy, unauthorised use or disclosure of their data. A deliberate breach of the Data Protection policy will be treated as a disciplinary matter and serious breaches could lead to dismissal.

When no longer required all personal data will be disposed of appropriately.