Data Protection & Procedures Policy:

In line with the Data Protection Act 2018. It is our responsibility to only use any data collected for the intended purpose as well as only collecting relevant information. We must also ensure that all data is kept safe and secure in a locked cupboard when not in use.

Procedures:

* All our procedures are in relation to GDPR regulations.
* For attendance of our clubs, we need a completed sign-up form. This information includes Child’s Name, Date of Birth, School, Home Address, and any medical needs. This is so that we know who is attending our club and any needs that they may have. Also, the parent/guardian’s name, contact number, email, and emergency contact if they wish to add another. We need this information so that we know who to contact in an emergency and who will be collecting the child.
* Information will only be shared between the appropriate staff members who will be in contact with the child in question. This will only be through the original physically copy of the booking form and in no other way.
* All booking forms with all the relevant information is stored in a filing book in a cupboard on site that is accessible in an emergency but is also safe and secure enough to be locked when it is not in use.
* Forms are held until the end of that school year. After this they are disposed of appropriately.

Date: 02/09/24 Name: Jeff Dickens Signed:

