



KidzQuest Data Protection Policy

1. Policy Overview

KidzQuest Activity Camps are committed to protecting the privacy and personal data of all children, parents/guardians, staff, volunteers, and visitors. This Data Protection Policy outlines our responsibilities and procedures for handling, storing, and processing personal data in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Policy Aims

The aims of this policy are to:

- Ensure compliance with the UK GDPR and Data Protection Act 2018.
- Protect the personal data of all individuals associated with KidzQuest.
- Provide clear guidelines on how personal data is collected, used, stored, and shared.
- Safeguard the rights of individuals by ensuring transparency and accountability in data processing.
- Prevent unauthorised access, loss, or misuse of personal data.

3. Key Principles of Data Protection

KidzQuest adheres to the following principles of data protection as outlined in the UK GDPR:

1. **Lawfulness, Fairness, and Transparency:** Personal data must be processed lawfully, fairly, and in a transparent manner.
2. **Purpose Limitation:** Personal data must be collected for specified, explicit, and legitimate purposes and not processed further in ways incompatible with those purposes.
3. **Data Minimisation:** Personal data collected must be adequate, relevant, and limited to what is necessary for the intended purposes.
4. **Accuracy:** Personal data must be accurate and kept up to date. Inaccurate data must be corrected or deleted promptly.
5. **Storage Limitation:** Personal data must be kept for no longer than is necessary for the purposes for which it is processed.
6. **Integrity and Confidentiality:** Personal data must be processed securely, protecting it from unauthorised access, loss, or damage.
7. **Accountability:** KidzQuest is responsible for complying with these principles and must be able to demonstrate compliance.



4. Roles and Responsibilities

4.1. Data Protection Officer (DPO)

- The Camp Directors (Steven French and Laura French) act as the Data Protection Officers (DPOs) for KidzQuest.
- The DPOs are responsible for ensuring compliance with data protection laws, overseeing data protection practices, and handling any data protection queries or concerns.
- The DPOs will review and update data protection policies and procedures as needed.

4.2. Staff and Volunteers

- All staff and volunteers must comply with the guidelines set out in this policy.
- Staff are responsible for handling personal data in a secure and confidential manner and must report any data breaches immediately to the DPOs.

5. Collecting Personal Data

KidzQuest collects personal data for the following purposes:

- Registration and enrolment of children in camp activities
- Emergency contact information for parents/guardians
- Medical information to ensure the safety and well-being of children
- Staff employment records, including background checks and qualifications

Types of Personal Data Collected Include:

- **Children:** Full name, date of birth, address, medical history, emergency contact details, and attendance records
- **Parents/Guardians:** Names, contact information, and consent forms
- **Staff and Volunteers:** Names, contact details, DBS checks, employment history, and training records

6. Lawful Basis for Data Processing

KidzQuest processes personal data based on the following lawful bases:

- **Consent:** When consent is obtained from parents/guardians or staff for specific purposes (e.g., using photographs for promotional materials).
- **Contractual Obligation:** When processing is necessary for fulfilling a contract (e.g., enrolment forms for camp participation).
- **Legal Obligation:** When processing is required to comply with legal requirements (e.g., safeguarding records, DBS checks).
- **Legitimate Interests:** When processing is necessary for the legitimate interests of KidzQuest (e.g., maintaining attendance records for safety purposes), balanced against the rights and interests of the data subject.

7. Data Security and Storage

KidzQuest takes appropriate measures to ensure the security of personal data, including:



- **Physical Security:** Paper records are stored in a locked, secure location accessible only to authorised staff.
- **Electronic Security:** Digital records are stored on password-protected devices and secure systems. Access is restricted to authorised personnel only.
- **Data Minimisation:** Only necessary information is collected and retained, and records are reviewed regularly to ensure they are up to date.

8. Sharing Personal Data

KidzQuest will only share personal data when it is necessary and lawful to do so. This may include:

- Sharing medical information with emergency services if required for a child's safety.
- Providing necessary information to external safeguarding agencies (e.g., local authority, Ofsted) in line with safeguarding obligations.
- Sharing staff employment information for background checks or legal compliance (e.g., DBS checks).

KidzQuest will not share personal data with third parties for marketing purposes without explicit consent from the individual.

9. Data Subject Rights

Under the UK GDPR, individuals have the following rights regarding their personal data:

- **Right to Access:** Individuals can request a copy of their personal data held by KidzQuest.
- **Right to Rectification:** Individuals can request that inaccurate or incomplete personal data be corrected.
- **Right to Erasure:** Individuals can request the deletion of their personal data, unless it is required for legal purposes (e.g., safeguarding records).
- **Right to Restrict Processing:** Individuals can request that the processing of their personal data be restricted under certain circumstances.
- **Right to Object:** Individuals can object to the processing of their personal data in certain situations.
- **Right to Data Portability:** Individuals can request that their personal data be transferred to another organisation in a structured, commonly used format.

Parents/guardians or staff wishing to exercise these rights should contact the DPOs in writing at dpo@kidzquestcamps.co.uk

10. Data Breaches

A data breach is any incident that leads to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. In the event of a data breach:

- The incident must be reported immediately to the DPOs (Steven French or Laura French).
- The DPOs will assess the breach, take steps to contain it, and determine whether it must be reported to the Information Commissioner's Office (ICO) within 72 hours.



- Affected individuals will be informed if there is a high risk of harm as a result of the breach.

11. Staff Training

- All KidzQuest staff and volunteers will receive training on data protection and the procedures outlined in this policy as part of their induction.
- Annual refresher training will be provided to ensure staff remain up to date with data protection regulations and best practices.

12. Policy Review

This Data Protection Policy will be reviewed annually or in response to changes in legislation or camp operations. Feedback from staff, parents/guardians, and external bodies will be considered to ensure the policy remains effective and comprehensive.