



## **KidzQuest Confidentiality Policy**

### **1. Policy Overview**

KidzQuest Activity Camps are committed to maintaining the confidentiality of all personal information relating to children, parents/guardians, staff, and volunteers. This Confidentiality Policy outlines how sensitive information will be handled, stored, and shared in compliance with data protection regulations, including the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

### **2. Policy Aims**

The aims of this policy are to:

- Protect the privacy and confidentiality of all personal information entrusted to KidzQuest.
- Ensure compliance with data protection legislation and maintain high standards of data security.
- Outline clear procedures for handling, storing, and sharing information.
- Provide guidance to staff, volunteers, and parents/guardians on their responsibilities regarding confidentiality.

### **3. Scope**

This policy applies to:

- All personal information relating to children, parents/guardians, staff, volunteers, and visitors.
- All KidzQuest staff and volunteers who have access to confidential information during their duties.
- Any form of information, including written, electronic, verbal, and photographic data.

#### **Examples of Confidential Information Include:**

- Personal details of children and their families (e.g., names, contact details, medical history).
- Staff employment records, including performance reviews and disciplinary actions.
- Sensitive information shared during safeguarding and child protection procedures.
- Business data, such as financial records and operational plans.

### **4. Roles and Responsibilities**

#### **4.1. Camp Directors (Steven French and Laura French)**

- Ensure that all staff and volunteers understand the importance of confidentiality and receive appropriate training.
- Oversee the secure storage and handling of confidential information.
- Act as the main point of contact for any data protection queries or breaches of confidentiality.

#### **4.2. Staff and Volunteers**



- Adhere to the guidelines set out in this policy and respect the confidentiality of all personal information.
- Avoid discussing confidential information with anyone who does not have a legitimate reason to know.
- Report any breaches of confidentiality or data protection concerns to the Camp Directors immediately.

#### **4.3. Parents/Guardians**

- Respect the privacy of other children, families, and staff by not sharing any sensitive information they may become aware of during their child's time at KidzQuest.
- Inform KidzQuest of any changes to their child's personal information (e.g., contact details, medical needs) to ensure records are accurate and up to date.

### **5. Handling and Storing Confidential Information**

#### **5.1. Collecting Information**

- KidzQuest will only collect personal information that is necessary for the operation of the camp and the safety of children in our care. This may include registration details, emergency contact information, and medical history.
- Parents/guardians will be informed of the reasons for collecting personal information and how it will be used and stored.

#### **5.2. Storing Information**

- All paper records containing personal information will be kept in a locked, secure location accessible only to authorised staff.
- Electronic records will be stored securely on password-protected devices or systems, with access limited to authorised personnel.
- Staff are not permitted to store or share confidential information on personal devices or through unsecured channels.

#### **5.3. Sharing Information**

- Personal information will only be shared on a need-to-know basis, and only with individuals who have a legitimate reason to access it (e.g., medical professionals, safeguarding officers).
- Parents/guardians will be informed if it is necessary to share their child's personal information with external agencies, except in cases where there is a safeguarding concern and informing the parent/guardian could put the child at risk.
- Information will not be shared with third parties for marketing or promotional purposes without explicit consent from the individual.

### **6. Safeguarding and Confidentiality**

- In cases of safeguarding concerns, the safety of the child is the top priority. KidzQuest staff have a duty to report any concerns about a child's welfare, even if this involves sharing confidential information with the Designated Safeguarding Lead (Steven French) or external safeguarding agencies.



- The Designated Safeguarding Lead will assess the situation and decide what information needs to be shared and with whom, following safeguarding guidelines and legal requirements.

## **7. Breach of Confidentiality**

A breach of confidentiality occurs when personal information is shared inappropriately, either intentionally or accidentally. Examples include:

- Discussing a child's personal information with other parents/guardians or individuals who do not need to know.
- Leaving confidential records unsecured or visible to unauthorised persons.
- Sending sensitive information via unsecured email or messaging apps.

### **Procedure for Handling a Breach of Confidentiality:**

- Any suspected or actual breach of confidentiality must be reported immediately to the Camp Directors.
- The Camp Directors will conduct an investigation to determine the cause and extent of the breach and take appropriate action to mitigate any impact.
- If the breach involves a significant amount of personal data or could result in harm to individuals, KidzQuest will report the incident to the Information Commissioner's Office (ICO) within 72 hours, as required by law.

## **8. Staff Training**

- All KidzQuest staff and volunteers will receive training on the importance of confidentiality and the procedures outlined in this policy as part of their induction.
- Refresher training will be conducted annually to ensure that staff remain up to date with data protection regulations and best practices for handling confidential information.

## **9. Data Subject Rights**

Under the UK GDPR, individuals have the right to:

- Access their personal data and obtain a copy of any information held about them.
- Request that incorrect or incomplete information be corrected.
- Request the deletion of their personal data, unless it is required for legal reasons (e.g., safeguarding records).
- Object to the processing of their personal data in certain circumstances.

Parents/guardians or staff wishing to exercise these rights should contact the Camp Directors in writing.



## **10. Policy Review**

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