



## **CHIPS GUILDFORD**

Registered Charity No: 1189799

### **Chips Playscheme Data Protection Policy**

At Chips we respect the privacy of the children attending the Scheme and the privacy of their parents or carers, as well as the privacy of our staff. Our aim is to ensure that all those using and working our scheme can do so with confidence that their personal data is being kept secure.

Our lead person for data protection is Helen Coulson. The lead person ensures that the Scheme meets the requirements of the GDPR, liaises with statutory bodies when necessary, and responds to any subject access requests.

### **Confidentiality/privacy**

Within the Scheme we respect confidentiality and privacy in the following ways:

- We will only ever share information with a parent about their own child.
- Information given by parents to Scheme staff about their child will not be passed on to third parties without permission unless there is a safeguarding issue (as covered in our **Safeguarding Policy**).
- Concerns or evidence relating to a child's safety, will be kept in a confidential file and will not be shared within the Scheme, except with the designated safeguarding lead and the co-ordinator.
- Staff only discuss individual children for purposes of planning and group management and to help meet the needs of your child.
- Staff are made aware of the importance of confidentiality during their induction process.



## **CHIPS GUILDFORD**

**Registered Charity No: 1189799**

- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions.
- All personal data is stored securely in a lockable file and on a password protected computer.

### **Information that we keep**

The items of personal data that we keep about individuals are documented and kept secure locations are our reviewed annually to ensure that any new data types are included.

**Children and parents:** We hold only the information necessary to provide a childcare service for each child. This includes child registration information, medical information, parent contact information, attendance records, incident and accident records and so forth. Our lawful basis for processing this data is fulfilment of our contract with the child's parents. Our legal condition for processing any health-related information about a child, is so that we can provide appropriate care to the child. Once a child leaves our care we retain only the data required by statutory legislation, insurance requirements and industry best practice, and for the prescribed periods of time. Electronic data that is no longer required is deleted and paper records are disposed of securely

**Staff:** We keep information about employees in order to meet HMRC requirements, and to comply with all other areas of employment legislation. Our lawful basis for processing this data is to meet our legal obligations. Our legal condition for processing data relating to an employee's health is to meet the obligations of employment law. We retain the data after a member of staff has left our employment for the periods required by statutory legislation and industry best practice, then it is deleted or destroyed as necessary.



**CHIPS  
GUILDFORD**

Registered Charity No: 1189799

**Sharing information with third parties**

We will only share child information with outside agencies on a need-to-know basis and with consent from parents, except in cases relating to safeguarding children, criminal activity, or if required by legally authorised bodies (eg Police, HMRC, etc). If we decide to share information without parental consent, we will record this in the child's file, clearly stating our reasons. Highly sensitive information such as child protection issues, will only be disclosed by the CHIPS co-ordinator to staff who "need to know" in order to fulfil their duty to the child's welfare, and if necessary, to the CHIPS chairperson. Parents are free to view their child's records at any time.)

We will only share relevant information that is accurate and up to date. Our primary commitment is to the safety and well-being of the children in our care.

Chips Scheme will share depersonalised data sometimes with third parties to support funding bids for future provision.

Essential information such as dietary allergies will be shared with playworkers to assist in looking after children enabling staff to ensure the child remains safe i.e. nut allergies

Feedback given to parents on their child's progress or personal issues during the playscheme will only be given directly to the parents unless they give permission for a third party to be involved.

Summaries of attendance for individual children may be shared with relevant agencies. This may be without prior consent to fulfil our legal



## **CHIPS GUILDFORD**

**Registered Charity No: 1189799**

obligations. Staff ensure the identity/validity of all persons with telephone or written requests for such information about individuals, before releasing information.

Staff, volunteers and visitors to the setting will be made aware of the importance of confidentiality of information and their responsibility within the setting. Confidentiality policies are available to parents at all times.

Information about individual members of staff will not be given out to anyone without permission of that person except in the case of Child Protection.

Digital photos/video may be taken of the children while the scheme is running and used for displays and record keeping and for evidence of activities/procedures. They may be also used for advertising or promotion of the playscheme. Parents/carers will be asked to sign a consent for this, when completing the registration form to attend the CHIPS Playscheme.

### **Subject access requests**

- Parents/carers can ask to see the information and records relating to their child, and/or any information that we keep about themselves.
- Staff and volunteers can ask to see any information that we keep about them.
- We will make the requested information available as soon as practicable, and will respond to the request within one month at the latest.
- If our information is found to be incorrect or out of date, we will update it promptly.



## **CHIPS GUILDFORD**

**Registered Charity No: 1189799**

- Parents /carers can ask us to delete data, but this may mean that we can no longer provide care to the child as we have a legal obligation to keep certain data. In addition, even after a child has left our care we have to keep some data for specific periods so won't be able to delete all data immediately.
- Staff and volunteers can ask us to delete their data, but this may mean that we can no longer employ them as we have a legal obligation to keep certain data. In addition, even after a staff member has left our employment we have to keep some data for specific periods so won't be able to delete all data immediately.
- If any individual about whom we hold data has a complaint about how we have kept their information secure, or how we have responded to a subject access request, they may complain to the Information Commissioner's Office (ICO).

### **GDPR**

We comply with the requirements of the General Data Protection Regulation (GDPR), regarding obtaining, storing and using personal data.