

SAND Out of School Club

Privacy Policy

**Our contact details.**

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**The type of personal information we collect**

We currently collect and process the following information:

* Personal identifiers, contacts and characteristics (for example, name and contact details)
* Email address
* Employee data
* DBS Records for staff and Registered Person
* Daily registers
* First aid forms
* Incident forms
* Safeguarding records
* Health and medication records for children
* Accident records
* Insurance records
* Registration information about the child

**How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

* Contact numbers in in case of emergency
* Registration to provide necessary details
* Dietary need
* Permissions
* Bank details for payment/refunds

**Reasons Data may be passed on:**

* Medical emergency
* Safeguarding
* HMRC payroll

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You can remove your consent at any time. You can do this by changing your consent option of the registration site.**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**d) We have a legitimate interest.**

**How we store your personal information**

Your information is securely stored.

Staff details are stored in folders locked in a filing cabinet.

We use Kids Club HQ to provide our booking and administration system and you can read their Privacy Notice when you log onto your account.

Any information that is viewed online is on a password protected computer and logged in and out after each viewing.

All phone details are stored on a password protected phone

We keep all personal information for different retention periods. Our **Retention Periods for Records** can be seen upon request at any time.

We will then dispose your information by shredding any paperwork and deleting any records stored online/phone.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [**sandpartnership@hotmail.com**](mailto:sandpartnership@hotmail.com) if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at sandpartnership@hotmail.com.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>