

Chew Stoke Out of School Club

Privacy Policy

This privacy policy explains how we collect, store and use personal data about yourselves and your child/children who are registered with Chew Stoke Out of School Club.

We, Chew Stoke Out of School Club, are the 'data controller' for the purposes of data protection law.

The personal data we hold

Personal data that we hold about you/your child/children includes, but is not restricted to:

- Contact details, contact preferences, date of birth
- Details of any medical conditions, including physical and mental health
- Safeguarding information
- Details of any support received, including care packages, plans and support providers

How we use this information under legitimate interest

We use this data only to contact you about urgent or important matters regarding your child/children or out of school club. Should your child no longer need the services of Chew Stoke Out of School Club, you may request that your details are removed at any time.

How we store this data

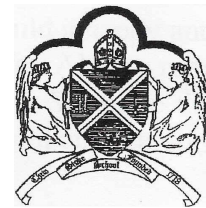
We keep personal information securely as long as children are registered with the club. Registration forms should be updated by the Parent or Carer on an annual basis. We may also keep it beyond their attendance at our club if this is necessary in order to comply with our legal obligations. Should you wish to see the contact details that we hold for you/your child/children or amend or remove any details, you can speak to a member of the Out of School Club staff.

Data sharing

We do not share information about children with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about children with:

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions*



Chew Stoke Out of School Club

- *The children's family and representatives – to comply with our legal obligations and to protect the children's interests*
- *Our regulators – Ofsted – to perform an official task in the public interest*
- *Our auditors – to perform an official task in the public interest*
- *Health and social welfare organisations – to meet our legal obligations and to protect children's interests*
- *Professional advisers and consultants – to meet our legal obligations*
- *Police forces, courts, tribunals – to meet our legal obligations to share certain information, such as safeguarding concerns and to perform an official task in the public interest*

Rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that is held about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

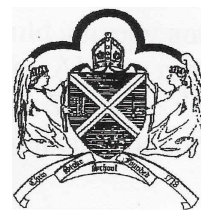
Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request to see information held about you or your children, please see a member of the Out of School Club staff.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing



Chew Stoke Out of School Club

- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict use
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact a member of the Out of School Club staff.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact a member of the Out of School Club Staff or contact us on the details specified below.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact us at;

Email: csoosc2005@outlook.com

Call: 07511 539003

Visit: www.chewstokeoutofschoolclub.co.uk/contact-us.php