

Data Protection Policy

The 123 Club recognises the importance of maintaining up to date and accurate records, policies and procedures necessary to operate safely, efficiently and in accordance with the law.

The 123 Club is also aware of its obligations with regard to the storing and sharing of information under the Data Protection Act 2018, and is committed to complying with its regulations and guidance. The Manager and staff are aware of the implications of the Data Protection Act 2018 in so far as it affects their roles and responsibilities within the Club.

The 123 Club is committed to a policy of openness with parents/carers with regard to its policies and procedures and the information that the 123 Club holds on their child. Parents must have access to any information recorded about their child. They should sign all records.

Records and information will be made available to parents/carers on written request unless subject to an exemption. If for any reason a request is going to be refused, then this decision, and its explanation, will be communicated in writing.

Information and records held on children will be kept in a secure location, access to which will be restricted to the Manager and members of staff where necessary.

The Manager has overall responsibility for the maintenance and updating of children's records and ensuring that they are accurate.

Registration and medical forms will be renewed when information changes and generally on an annual basis.

The 123 club will keep records about the children. These include:

- Medical forms
 - Accidents and Incident logs
 - Medicine forms
 - Registration forms
 - Allergy Management plans
 - Care Plans
 - Any other information relating to the child deemed by staff or parents/carers to be relevant and significant
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- Log of concerns - where appropriate

Additionally, and in accordance with our policies and procedures, the following records and information will be stored and maintained by the club

- Evidence of Criminal Records Bureau check ie disclosure number
- An up to date record of all the staff, students and volunteers who work at the 123 Club including:

Application forms and references

Copies of certificates of relevant training and qualifications

Emergency contact numbers

Up to date name; address; telephone number

Employment details

Records of accident/incident reports

Records of daily attendance at 123 club

Records of staff attendance and at which location within 123 club

Any other information (such as Personal Development Plans) during their time spent working at the 123 Club.

When a child leaves our care their records will be shredded by the Manager Michelle Scott
