



The Kingfisher Club Office
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Kingfisher Club Privacy Notice May 2019 Policy 10a

To comply with the General Data Protection Regulation (GDPR) The Kingfisher Club has to have a 'Lawful basis' for processing personal data:

There are 6 lawful bases of which at least one must apply. Consent, Contract, Legal obligation, Vital interests, Public task, Legitimate interest

The Kingfisher Club meets 2 of the above:

Legal obligation - it is a legal obligation by the Care Inspectorate that we hold personal data on all children in our care.

Vital interests - we require personal data on all children to ensure the children's wellbeing and safety while in our care.

All information gathered by The Kingfisher Club is for the **sole** purpose of delivering childcare to our members. We do not share any data with other organisations **except** in the case of a child protection issue.

Parents/Carers/Children may request access to their held personal data and request rectification and deletion. However requests to erase data would mean using the Kingfisher Club for childcare would not be possible due to our **Legal obligation**.

Data stored on paper is kept in a locked cabinet when not in use or in our Club Office. This refers to registers, booking sheets, registration forms, incident and accident forms.

Data stored on office laptop is encrypted

Data stored on Club iphones is encrypted

All devices are security and password protected.

Data will be reviewed twice a year in May/June when registration renewals are done then again over the Christmas Holidays.

Once a family informs the Club Co-ordinator they will no longer be using the Club their personal Data held will be deleted from devices within 30 days and paper copies are shredded in the office within 30 days.

Access: Only the Club Co-ordinator, and Compliance Officer have access to full personal data held by Club.

All Club Staff have access to data required for everyday operation of Clubs.

All Staff are required to report to the Club Co-ordinator or person in Charge in her absence any data breach or suspected data breach. A full investigation will be carried out into such claims.

[I/We accept the above Kingfisher Club Privacy Notice](#)

[Signature\(s\)](#)

[Date:](#)