



# Timeout Afterschool Club

## Privacy Notice

### May 2018

#### **Introduction.**

This Privacy Notice explains in detail the types of personal data we may collect about you when you interact with us. It also explains how we'll store and handle that data and keep it safe. We hope the following sections will answer any questions you have but if not, please do get in touch with us.

#### **Who are we.**

Timeout Afterschool Club (for the purposes hereon referred to as 'we') is a registered charity providing wrap around childcare for the children who attend Manland Primary School. Our organisation is not open to children who attend other schools.

The law on data protection sets out a number of different reasons for which a company may collect and process your personal data. At Timeout we collect data for the following reasons.

- Registrations (Legal Compliance)
- Safeguarding (Legal Compliance)
- Invoicing (Contractual Implications)
- Communications (Legitimate Interest)

#### **When do we collect your personal data?**

We only collect data at the point where you register your child to use our club.

#### **What sort of data do we collect?**

If you have registered with us, we hold parental names addresses, telephone numbers and email addresses. We hold your child's name, gender, date of birth, home address, teacher and class information and emergency contact details. We also hold information on medical details such as allergies or illnesses and which GP the child attends. Finally, we hold historical invoicing information.

#### **Here's how we'll use your personal data and why:**

We use registration and booking data to produce registration forms for daily use.

We use registration forms to produce contact and emergency details documents which are held in the Timeout room to ensure that we comply with our safeguarding policy.

We use your email address and home details to send invoicing documentation.

We use your email address to send through newsletters which we believe you would have a legitimate interest in as members of Timeout Afterschool club.



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#### **How we protect your personal data.**

We know how much data security matters to all our members. With this in mind we will treat your data with the utmost care and take all appropriate steps to protect it.

We are committed to protecting your data from loss, misuse, disclosure, alteration, unauthorised access and destruction. We take all reasonable precautions to safeguard its confidentiality.

Where you transmit your personal information to us over the Internet, you acknowledge and accept that we cannot guarantee the security of the transmission. Any such transmission is at your own risk.

All files are kept in a secure location and only authorised staff have access to these files.

#### **How long will we keep your personal data?**

We keep your personal information for no longer than necessary. The online registration data will be updated yearly. Printed copies of the yearly registration form will be held whilst your child(ren) attend Manland Primary School.

Online invoicing information will be retained for 5 years to comply with our legal obligations.

#### **Who do we share your personal data with?**

We sometimes share your personal data with trusted third parties, companies that provide a service to us e.g. qualified accountants or separately, Manland Primary school if we have safeguarding concerns.

Here's the policy we apply to those organisations to keep your data safe and protect your privacy:

- We provide only the information they need to perform their specific services.
- They may only use your data for the exact purposes we specify in our contract with them.
- We will seek to ensure that any third parties with whom we share your personal data with are subject to privacy and security obligations consistent with this policy.
- If we stop using their services, any of your data held by them will either be deleted or rendered anonymous (where possible whilst adhering to Safeguarding of Children legislation)



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#### **What are your rights over your personal data?**

You have the right to request that we:

- Provide you with access to the personal data we hold about you.
- Update your personal data when incorrect, out of date or incomplete.
- Stop any consent-based processing of your personal data after you withdraw that consent.
- Consider valid objections which you have to our use of your personal information.
- Restrict the way that we process your personal information.
- Provide your personal information to a third party provider of services.

You can contact us to request to exercise these rights at any time. If we choose not to action your request, we will explain to you the reasons for our refusal.

You can contact us via

Email [manlandtimeoutclub@gmail.com](mailto:manlandtimeoutclub@gmail.com)

Written Timeout Afterschool Club, Manland Primary School, Sauncey Avenue, Harpenden, Herts AL54QW.

#### **Your right to withdraw consent**

Whenever you have given us your consent to use your personal data, you have the right to change your mind at any time and withdraw that consent.

#### **Where we rely on our legitimate interest**

In cases where we are processing your personal data, on the basis of our legitimate interest, you can ask us to stop for reasons connected to your individual situation. We must then do so unless we believe we have a legitimate overriding reason to continue processing your personal data.

#### **Checking your identity**

To protect the confidentiality of your information, we will ask you to verify your identity before proceeding with any request you make under this Privacy Notice. If you have authorised a third party to submit a request on your behalf, we will ask them to prove they have your permission to act.'

We hope this Privacy Notice has been helpful in setting out the way we handle your personal data and your rights to control it.