

Paste & Art Ateliers After-school baking club Data Protection and Confidentiality Policy

At **Paste & Art Ateliers**, we respect the privacy of the children attending the Club and the privacy of their parents/carers. Our aim is to ensure that all those using and working at **Paste & Art Ateliers** can do so with confidence that their personal data is being kept secure. Our lead person for data protection is Sabrina Bentouati, the lead person ensures that the club meets the requirements of the GDPR, liaises with statutory bodies when necessary, and responds to any subject access requests.

Confidentiality:

Within the club we respect confidentiality in the following ways:

- Parents/carers can ask to see the records relating to their child but will not have access to information about any other children.
- Staff will only discuss individual children for purposes of planning and group management.
- Staff are made aware of the importance of confidentiality during their induction process.
- Staff are encouraged to ask for support from their manager if they have a concern or worry regarding something they have been told in confidence.
- Information given by parents/carers to Club staff will not be passed on to third parties without permission unless there is a safeguarding issue (as covered in our Safeguarding Children Policy). Information is shared on a strict need-to-know basis and is not discussed outside of club.
- Concerns or evidence relating to a child's safety will be kept in a confidential file and will not be shared within the Club, except with the Designated Safeguarding Lead and the manager.
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions.
- Confidential records are stored securely.
- Students on work placements, and all other short-term employees, are informed of our Confidentiality Policy and are required to adhere to it.

Information that we keep:

The items of personal data that we keep about individuals are documented on our personal data matrix, the personal data matrix is reviewed annually to ensure that any new data types are included.

Children and parents: We hold only the information necessary to provide our service for each child. This includes child registration information, medical information, parent contact information, attendance records, incident, and accident records and so forth. Our lawful basis for processing this data is fulfilment of our contract with the child's parents. Our legal condition for processing any health-related information about a child, is so that we can provide appropriate care to the child. Once a child leaves our club we retain only the data required by statutory legislation and industry best practice, and for the prescribed periods of time. Electronic data that is no longer required is deleted and paper records are disposed of securely

Staff: We keep information about employees to meet HMRC requirements, and to comply with all other areas of employment legislation. Our lawful basis for processing this data is to meet our legal obligations. Our legal condition for processing data relating to an employee's health is to meet the obligations of employment law. We retain the information after a member of staff has left our employment for the periods required by statutory legislation and industry best practice, then it is deleted or destroyed as necessary.

Sharing information with outside agencies and schools

We will only share information with outside agencies on a need-to-know basis and with consent from parents/carers, except in cases relating to safeguarding children or criminal activity. If we decide to share information without parental consent, we will record this on an Incident Form clearly stating our reasons. We may share matters relating to a safeguarding concern/incident or health and safety matter at club with the relevant school. These matters will be dealt with in line with our Confidentiality Policy and are made to ensure the safety and well-being of the child. Safeguarding concerns/incidents will be addressed with the schools Designated Safeguarding Lead. We will only share relevant information that is accurate and up to date. Our primary commitment is to the safety and well-being of the children in our care. Data Protection Act We comply with the requirements of the *Data Protection Act 1998*, regarding obtaining, storing, and using personal data (as covered in our Data Protection Policy). Information shared is only directly related to the business and our databases are password protected.

Subject access requests

Parents/carers can ask to see the information and records relating to their child, and/or any information that we keep about themselves.

Staff and volunteers can ask to see any information that we keep about them.

We will make the requested information available as soon as practicable and will respond to the request within one month at the latest.

If our information is found to be incorrect or out of date, we will update it promptly.

Parents /carers can ask us to delete data, but this may mean that we can no longer provide service to the child as we have a legal obligation to keep certain data. In addition, even after a child has left our club we have to keep some data for specific periods so won't be able to delete all data immediately.

Staff and volunteers can ask us to delete their data, but this may mean that we can no longer employ them as we have a legal obligation to keep certain data. In addition, even after a staff member has left our employment we have to keep some data for specific periods so won't be able to delete all data immediately.

If any individual about whom we hold data has a complaint about how we have kept their information secure, or how we have responded to a subject access request, they may complain to the Information Commissioner's Office (ICO).

Images use

The Data Protection Act 1998 affects the use of photography. Consent from parents/carers will be obtained on enrolment forms before taking or using any photos or video footage of a child. The wishes of the child will also be taken into account and the child's image will not be recorded if they have said they do not want it to be.

Staff will challenge anyone who uses a camera, mobile phone or video recording device within the setting without prior consent. The Data Protection Act does not however prevent parents from taking images at setting events, but these must be only for their own personal use. Images taken within the setting are maintained securely for authorised setting use.

GDPR

We comply with the requirements of the General Data Protection Regulation (GDPR), regarding obtaining, storing and using personal data.

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information and records [3.67 -3.72].

This policy was adopted by: Paste & Art Ateliers after-school baking club.

Date: 08th August 2025

To be reviewed: 08th August 2026

Signed: Sabrina Bentouati