

Feltham Fun Holiday Club

Privacy Policy

At **Feltham Fun Holiday Club**, we are committed to protecting the privacy, confidentiality, and personal data of all children, parents, staff, volunteers, and partners. This Privacy Policy explains how we collect, store, use, and share personal information, and how we ensure it is secure.

1. Who We Are

Feltham Fun Holiday Club is a provider of holiday and out-of-school childcare.

Our **Data Protection Lead** is **Vanashree Trivedi**, who ensures the Club complies with **UK GDPR** and the **Data Protection Act 2018**, handles subject access requests, and liaises with statutory authorities if necessary.

2. What Information We Collect

We collect only the information needed to provide safe, effective childcare and operate the Club.

Children and Families:

- Name, date of birth, gender
- Emergency contacts and parent/carer information
- Medical details, allergies, dietary requirements
- Attendance records, incidents, accidents
- Consent forms and permissions

Staff and Volunteers:

- Employment and payroll records
- DBS and safeguarding checks
- Training records and qualifications
- Health and emergency information

Visitors and Contractors:

- Contact details
- Authorisation to access premises when relevant

3. How We Use Personal Information

We use personal information for:

- Providing care and activities for children
- Ensuring children's safety and wellbeing
- Meeting safeguarding and legal obligations
- Managing staff, volunteers, and contractors
- Communicating with parents/carers

- Maintaining Club records and compliance

We never use personal data for marketing without explicit consent.

4. Lawful Basis for Processing Data

We process data because:

- It is necessary to provide childcare (contractual necessity)
- It is necessary to comply with legal obligations (employment, safeguarding, health and safety)
- We have the consent of the data subject for specific purposes (photographs, special activities)

5. Sharing Information

We only share personal information:

- With parents about their own child
- With statutory bodies (e.g., Ofsted, police, HMRC) if required by law
- With partner schools or providers to support the child's care and learning (with parental consent)
- With authorised third-party service providers (e.g., booking systems, payroll) under strict GDPR-compliant agreements

No information is shared with commercial organisations or outside parties for marketing purposes.

6. Data Retention

We keep personal data only as long as necessary:

- Children's records: for statutory, safeguarding, and insurance purposes (usually 6 years after leaving the Club)
- Staff records: for employment law compliance and statutory obligations (retention periods vary)
- Visitor and contractor records: retained for a limited period, then securely destroyed

All data is securely stored in **locked cabinets or password-protected systems**, with strict access controls.

7. Security Measures

We take all reasonable steps to protect personal data:

- Restricted access for authorised personnel only
- Password protection and encryption for digital records
- Secure storage and shredding of paper documents
- No personal devices are used to store or transmit Club data without approval
- Staff training on confidentiality, data protection, and online safety

Any breach of data security will be investigated, recorded, and reported to the ICO if required.

8. Your Rights

Parents, staff, and volunteers have the following rights:

- Access their personal information (Subject Access Request)
- Request correction of inaccurate or incomplete data
- Request deletion of data (subject to legal obligations)
- Restrict or object to processing in certain situations
- Withdraw consent at any time (for data processed based on consent)

Requests must be made in writing to the **Data Protection Lead**. We will respond within **one month**.

9. Confidentiality

- Staff, volunteers, and contractors are required to maintain strict confidentiality at all times.
- Child information is only shared with those who need to know for care, safeguarding, or operational purposes.
- Conversations about children are only for planning, supervision, or safeguarding and never shared outside the Club.

Any breach of confidentiality will be treated seriously and may lead to disciplinary or legal action.

10. Contact and Complaints

For questions or complaints about this policy or our handling of personal data, contact:

Vanashree Trivedi – Data Protection Lead

Email: contact@felthamfunholidayclub.uk

Phone: 07405337104

If you remain unsatisfied, you can contact the **Information Commissioner's Office (ICO)**:

Website: www.ico.org.uk

Phone: 0303 123 1113

11. Policy Review

This Privacy Policy is reviewed **annually** or sooner if legislation, Ofsted guidance, or Club operations change.

Statement of Compliance

By enrolling in, working with, or providing services to **Feltham Fun Holiday Club**, all users of personal data agree to comply fully with this Privacy Policy.

Failure to follow this policy may result in withdrawal of access, disciplinary action, or legal consequences.

This policy was adopted by: Feltham Fun Holiday Club LTD.	Date:07.02.2025 reviewed October 2025
To be reviewed: April 2026	Signed: Managers Of Feltham Fun holiday Club LTD. Vanashree Trivedi and Elvia Acosta

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Organising premises for confidentiality and safeguarding [3.72] Information and Record Keeping [3.77], Information for Parents and Carers [3.82]