

Young Engineers After-School Club

Data Protection Policy

Young Engineers After-School Club is committed to ensuring the confidentiality, integrity, and security of all personal data relating to children, parents, staff, and visitors. This policy is designed to comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Purpose

The purpose of this policy is to:

- Protect the personal data of children, parents, staff, and visitors.
 - Ensure data is collected, stored, and processed in a lawful, fair, and transparent manner.
 - Enable staff to handle personal information responsibly and securely.
 - Comply with legal obligations relating to data protection.
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Responsibilities

Registered Person

The registered person has ultimate responsibility for data protection and will ensure that:

- A designated Data Protection Officer (DPO) is appointed. The DPO is Tania Prisacariu.
- Staff are informed about data protection obligations and receive training where required.
- Personal data is stored securely and only accessed by authorised personnel.
- Data protection procedures are reviewed regularly to ensure compliance with UK GDPR.

Manager

The Club manager is responsible for:

- Implementing the Data Protection Policy in daily operations.
- Ensuring that personal data is collected, stored, and processed according to legal requirements.
- Responding to data access requests from parents, staff, or regulatory authorities.
- Maintaining accurate and up-to-date records of data held by the Club.

All Staff

All staff are responsible for:

- Treating personal data as confidential and only using it for authorised purposes.
 - Ensuring that any data they collect or handle is accurate, complete, and up to date.
 - Reporting any suspected data breaches to the manager or DPO immediately.
 - Protecting personal data in accordance with this policy and training received.
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Types of Personal Data Collected

The Club collects and processes personal data including, but not limited to:

- Children's names, dates of birth, and emergency contact information.
 - Parents'/guardians' names, contact details, and payment information.
 - Staff personal and employment details.
 - Records of accidents, incidents, or medical needs.
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Lawful Basis for Processing Data

Personal data will only be processed when there is a lawful basis, such as:

- Consent from parents or guardians.
 - Performance of a contract (e.g., club registration).
 - Compliance with legal obligations.
 - Protection of vital interests of children or staff.
 - Legitimate interests of the Club, provided they do not override individuals' rights.
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Data Storage and Security

- All personal data is stored securely in locked cabinets, password-protected devices, or secure cloud systems.
 - Physical records are only accessible to authorised staff.
 - Electronic records are protected with strong passwords, encryption where appropriate, and regular backups.
 - Personal data is not shared with third parties except where required by law or with explicit consent.
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Retention and Disposal of Data

- Personal data will only be kept for as long as necessary to fulfil the purpose it was collected for.
- Children's records will be retained for at least three years after they leave the Club, in line with safeguarding guidance.

- Staff records will be retained for the duration of employment and for six years afterwards, in line with legal and regulatory requirements.
 - When data is no longer required, it will be disposed of securely, either by shredding physical documents or permanently deleting electronic records.
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Rights of Individuals

Parents, guardians, and staff have the right to:

- Access their personal data (subject access request).
- Request corrections to inaccurate or incomplete data.
- Request the deletion of personal data, where appropriate.
- Withdraw consent for processing at any time.
- Object to the processing of their data for certain purposes.

Requests should be submitted in writing to the DPO (Tania Prisacariu), who will respond in accordance with legal requirements.

Data Breaches

- Any suspected or actual data breach must be reported immediately to the DPO or Club manager.
- The Club will take appropriate action to contain the breach, assess risks, and notify the Information Commissioner's Office (ICO) where required.
- Parents or staff affected by a breach will be informed if their personal data is compromised.

Review

This Data Protection Policy is reviewed annually, or sooner if legislation changes or following a significant incident.

Written in accordance with: *UK General Data Protection Regulation (UK GDPR) & Data Protection Act 2018.*