

**Data Protection Policy**

At The Little Drama Den we respect the privacy of the children attending the club and the privacy of their parents or carers, as well as the privacy of our staff. Our aim is to ensure that all those using and working at The Little Drama Den can do so with confidence that their personal data is being kept secure.

Our lead person for data protection is Natalie Peerman. 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 request.

**Confidentiality**

Within the club we respect confidentiality in the following ways:

* We will only ever share information with a parent about their own child.
* Information given by parents to club staff about their child will not be passed onto third parties without permission unless there is a safeguarding issue (as covered in our safeguarding policy)
* 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 Child Protection Officer and the manager.
* Individual children are only discussed for purposes of planning and group management.
* The manager is aware of the importance of confidentiality
* All personal data is stored securely.

**Information that we keep**

Children and parents: we hold only the information necessary to provide a childcare 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 out contract with the child’d parents. Our legal condition for processing any health related information about a child is so that we can provide appropriate care to that child. Once a child leaves our care we retain only the data requires by statutory legislation, insurance requirements and industry best practice, and for the prescribed periods of time. Electronic data that is no longer required is deleted.

**Sharing information with third parties**

We will only share child information with outside agencies on a need-to-know basis and with consent from parents, except in cases relating to safeguarding children, criminal activity, or if required by legally authorised bodies (eg police, HMRC, etc). If we decide to share information without parental consent, we will record this in the child’s file, clearly stating our reasons.

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.

Where we share relevant information where there are safeguarding concerns, we will do so in line with Government guidance ‘information sharing advice for safeguarding practitioners’ ([www.gov.uk](http://www.gov.uk))

**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

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

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

parents/ carers can ask us to delete data, but this may mean that we can no longer provide care to the child as we have a legal obligation to keep certain data. In addition, even after a child has left our care 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 Commissioners Office (ICO)

**GDPR**

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

| This policy was adopted by: The Little Drama Den | Date: 1 March 2025 |
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| To be reviewed: 1 March 2028 | Signed: Natalie Peerman  (Manager- The Little Drama Den) |