Lindley Out of School Club – Privacy Notice

**Your Personal Data:**

**What we need**

Lindley Out of School Club will be what’s known as the ‘Controller’ of the personal data you provide to us. We collect basic personal data about you and your child/children for administration and correspondence purposes. This includes name, address, child’s date of birth, email, school class, parents’ contact details and in some cases bank details. We also collect some sensitive personal data such as ethnic origin and any medical information which may be needed by staff in Club.

**Why we need it**

We need to know your basic personal data to provide you with up-to-date and relevant information. We will not collect any personal data from you that either we do not need or are not required by governing bodies.

**What we do with it**

All the personal data we process is processed by our staff in the UK, however for the purposes of IT hosting and maintenance, this information is located on servers within the European Union. No third parties have access to your personal data unless the law allows them to do so.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

We will only use your name, address, phone number and email address as an emergency contact and other services e.g. to update you with the running of the Club, monthly newsletters, advertising our Playscheme and upcoming Committee meetings.

**How long we keep it**

We are required under UK tax law to keep your basic personal registration data (name, address, contact details) for a minimum of 6 years after your leave us, after which time it will be destroyed. Any medical information such as accident records, safeguarding and complaints we keep until your child/children have reached the age of 21 years, due to OFSTED requirements. Approved photographs will be kept until your child/children leave the Club, unless part of an agreed advertisement.

**What are your rights?**

If at any point you believe the information we process on you is incorrect, you can request to see this information, and have it corrected or even deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Controller who will investigate the matter. If you are not satisfied with our response or believe we are processing your data not in accordance with the law, you can complain to the Information Commissioner’s Office (ICO).