

# Data Protection



At Children's Respite Trust we respect the privacy of the children/young people attending the Centre 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 Children's Respite Trust can do so with the confidence that their personal data is being kept secure.

We comply with the requirements of the General Data Protection Regulation (**GDPR**) and Data Protection Act 2018 (**DPA18**), regarding obtaining, storing and using personal data.

Our data protection officer (**DPO**) is **Gavin Fisher CEO**. The DPO ensures that the Centre meets the requirements of the GDPR and other relevant legislation, liaises with statutory bodies when necessary, and responds to any information rights requests. Our ICO registration number is ZA033666.

## Confidentiality

Within the Centre 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 Centre staff about their child will not be passed on to 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 Centre, except with the designated safeguarding lead.
- Staff only discuss individual children/young people for purposes of planning and group management.
- Staff are made aware of the importance of confidentiality during their induction process.
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions.
- All personal data is stored securely in a lockable file and on a password protected computer
- Students on work placements and volunteers are informed of our Data Protection policy and are required to respect it.

## Information that we keep

The items of personal data that we keep about individuals are documented on our database on **Famly** and **OneDrive**. The databases are reviewed annually to ensure that any new data types are included.

## Children/young people 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 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 care, we retain only the data required by statutory legislation and

# Data Protection



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 or returned to parents. More information can be found in our **Privacy Policy**

## Staff

We maintain employee information to meet HMRC requirements and comply with all other areas of employment legislation. Our lawful basis for processing this data is to fulfil our legal obligations. The legal condition for processing data related to an employee's health is to meet the requirements of employment law. We retain this data after a staff member has left our employment for the periods mandated by statutory legislation and industry best practices, after which it is deleted or destroyed as necessary.

## Images (Digital camera, iPad, etc)

At the Children's Respite Trust, we ask parents for permission to photograph their children for learning journey files and, for publicity purposes. If consent is not given, staff are informed, and this is noted.

When photographing group activities, we avoid showing children's faces clearly. Individual photos may be taken for observations unless parents have opted out.

Photos must be taken in appropriate areas (not near toilets or visible data), with children dressed suitably. Images are downloaded immediately to a password-protected computer or iPad and deleted once transferred. They are never stored on memory cards or saved with children's names.

Printed photos are stored securely in each child's file. We may use your child's photograph for promotional and marketing purposes **only** after your child have left our service, unless you have chosen to opt out.

Only setting-owned devices (digital cameras and tablets) may be used—personal cameras and mobile phones are not allowed. Only in some circumstance can a **"Trusted Person"** phone be used to take photos. This will be the U5's Manager or Head of Care. However, the **"Trusted Person"** must upload the photos to **OneDrive** or **Famly** and delete the images off their phones. Smartwatches must not be used to record or take photos. During events like leavers' parties, parents must seek permission before taking pictures.

No images are used on the website or in the prospectus without written parental consent

## Sharing information with third parties

We will only share child information with outside agencies on a need-to-know basis and with parental consent, except in cases involving **safeguarding** children or young people, criminal activity, or when required by legally authorised bodies (**e.g., Police, HMRC**). If we decide to share information without parental consent, we will document this decision in the relevant file, clearly stating our reasons.

We will ensure that any shared information is accurate and up to date. Our primary commitment is to the safety and well-being of the children and young people in our care.

## Data Protection



Some limited personal information is disclosed to authorised third parties we have engaged to process it as part of the normal running of our business, such as for online bookings, payroll, and accounts management. Any such third parties comply with the strict data protection regulations of the GDPR

### Your rights

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

- Staff and volunteers have the right 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 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 will not 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 will not 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**)

This policy was adopted by: Michelle Hulse	Date: 18/01/2026
To be reviewed: January 2027	Signed: <i>M Hulse</i>