

## **Data Protection Policy**

At ASD Stars, we prioritise the privacy of the children, parents or carers, and our staff. Our goal is to ensure that everyone using and working at ASD Stars can trust that their personal data is secure.

Raqayat Dacosta-Osinowo is our lead person for data protection. They ensure that the Club complies with GDPR requirements, liaises with statutory bodies as needed, and handles subject access requests.

### **Confidentiality:**

Within the Club, we uphold confidentiality by:

- Only sharing information with parents about their own child.
- Not disclosing information given by parents to Club staff about their child to third parties without permission, except in safeguarding situations.
- Keeping concerns or evidence related to a child's safety in a confidential file, shared only with the designated Child Protection Officer and the manager.
- Discussing individual children only for planning and group management purposes.
- Ensuring staff understand confidentiality during their induction.
- Keeping staff employment-related issues confidential to those involved in personnel decisions.
- Storing all personal data securely, whether in lockable files, password-protected computers, or passcode-locked phones.
- Informing students on work placements and volunteers about our Data Protection policy and requiring them to respect it.

### **Information we retain:**

For children and parents, we keep only necessary information to provide childcare services. This includes registration details, medical information, parent contacts, attendance records, and incident reports. Once a child leaves our care, we retain only data required by law and industry standards for specified periods. Electronic data no longer needed is deleted, and paper records are securely disposed of.

For staff, we retain information to meet HMRC requirements and employment legislation. After a staff member leaves, we retain information for the recommended period before deletion or destruction as needed.

### **Sharing Information with Third Parties**

At ASD Stars, we only share child information with external agencies on a need-to-know basis and with parental consent, except in cases involving safeguarding children, criminal activity, or when legally required by authorized bodies (e.g., Police, HMRC, etc.). If we decide to share information without parental consent, we will document this in the child's file, clearly stating our reasons.

We share only relevant, accurate, and up-to-date information. Our primary commitment is to the safety and well-being of the children in our care.

Limited personal information is disclosed to authorized third parties engaged to process it as part of our business operations, such as managing payroll and accounts. Any such third parties comply with strict data protection regulations under GDPR.

**Subject Access Requests:**

- Parents/carers can request to see information and records concerning their child, and/or any information we hold about themselves.
- Staff and volunteers can request to see any information we hold about them.
- We will provide the requested information as soon as possible and respond to the request within one month.
- If any information we hold is found to be incorrect or outdated, we will promptly update it.
- Individuals with concerns about how we handle their information or respond to subject access requests may complain to the Information Commissioner’s Office (ICO).

GDPR Compliance: We adhere to the requirements of the General Data Protection Regulation (GDPR) regarding the acquisition, storage, and use of personal data.

This policy was established by: ASD Stars	Date: 20/10/2024
To be reviewed:1/09/2026	Signed:

Prepared in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Health [3.45-3.46]