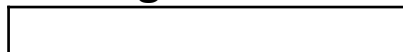




1066 Kids Club

Access and Storage of Information Policy



At **1066 kids club** we have an open access policy in relation to accessing information about 1066 kids club and parents' own children. This policy is subject to the laws relating to data protection and document retention.

Parents are welcome to view the policies and procedures of the holiday club which govern the way in which 1066 kids club operates. These may be viewed at any time by accessing the website. Some policies may not be stored here but will be available at any time non request.

Parents are also welcome to see and contribute to all the records that are kept on their child. However, we must adhere to data protection laws and, where relevant, any guidance from the relevant agencies for child protection.

As we hold personal information about staff and families, we are registered under data protection law with the Information Commissioner's Office. A copy of the certificate can be viewed at any time. All parent, child and staff information is stored securely according to the requirements of data protection registration, including details, permissions, certificates and

photographic images. We will ensure that staff understand the need to protect the privacy of the children in their care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.

1066 kids club records and documentation that are required to be kept and stored by current legislation are performed in accordance with minimum legal archiving requirements. We currently electronically archive these records for at least 24 years to ensure we are covered for any child protection concerns.

1066 kids club records and documentation that are not required to be kept are deleted or destroyed in line with the current data protection laws and our Privacy Notice which can be found on our website.

If Parents have a specific deletion or retention request regarding any data that we hold, please raise a query in writing and we will respond formally to your request.

This policy will be reviewed annually and amended according to any change in law/legislation.

Reviewed 16th June 2024