



Out of School Club Confidentiality Policy

At MOOSC we respect the privacy of the children attending the Club and the privacy of their parents or carers. Our aim is to ensure that all those using and working at Moosc can do so with confidence.

We will respect confidentiality in the following ways:

- Parents can ask to see the records relating to their child, but will not have access to information about any other children.
- Staff only discuss individual children for purposes of planning and group management.
- Staff are made aware of the importance of confidentiality during their induction process.
- Information given by parents to Club staff will not be passed on to third parties without permission unless there is a safeguarding issue (as covered in our **Safeguarding Policy**). Information will only be retained in Moosc computers, Data storage and backed up on the south Glos Hub that we operate from at Lyde Green Primary School.
- 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.
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions.
- Confidential records are stored securely in a lockable cabinet or in a password controlled electronic records. Records are certified when destroyed.
- Students on work placements are informed of our confidentiality policy and are required to respect it.
- Committee discussions are confidential- attendees sign a confidentiality agreement on appointment. Children and family names will not be used in any of the meetings
- Information will be shared with the respective school if relevant and in agreement with the parents.

Sharing information with outside agencies

We will only share information with outside agencies on a need-to-know basis and with consent from parents, except in cases relating to safeguarding children or criminal activity. 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.


Data Protection Act & GDPR

We comply with the requirements of the Data Protection Act 1998, regarding obtaining, storing and using personal data. With the introduction of GDPR on May 5th 2018 all parents are asked to consent to their participation in supplying personal information for themselves and their contacts. We believe at Moosc we use reasonable administrative, logical, physical and

management processes to prevent unauthorised access, we use and modification of data records our commitments are outlined below. Any requests to view or discuss can be made to the mooscad@gmail.com enquiry address or see the website to contact the Manager/Committee member. Requests will be responded to within 10 working days from the receipt of request.

With the advent of the new General Data Protection regulation effective 25th May 2018 we will ensure that we (Moosc)

- Only collect information that we need for the specific purpose of safeguarding children registered at the before at the after school or Holiday club at any of our sites.
- We will keep it secure via password protection of our systems limiting access to our employees, and our committee where required all of whom have an up to date DBS check and registration via Ofsted. Data will electronically be backed up with any manual records kept in a lockable files outside the session times.
- Ensure it is relevant and up to date, working with you to ensure we have the right contact details with those that have consented to be contacted should the need to arise.
- Will only hold data in line with our policies, and only as long as your child is in our care unless required to hold longer by law.
- Will make it available to you by request, and to other relevant parties with your authorisation.
- Will never release any data for marketing purposes.
- Have privacy notices at every site
- Cleanse the data every academic year

This policy was adopted by:	Date: June 2019
To be reviewed: June 2020	Signed:  Kate Cole - Play Manager