

## **Data Protection Policy**

### **Data Protection:**

Holy Trinity After School Club will only hold and maintain records which are required by law and Registration requirements. We will operate within the GDPR and Data Protection Act (2018)

Our Data Protection Policy sets out our commitment to protecting personal data and how we implement that commitment with regards to the collection and use of personal data.

Personal data will be:

- Obtained and processed fairly and lawfully
- Held only for purposes described in the data users register entry
- Used only for purposes, and disclosed only to those people, described in the register entry.
- Adequate, relevant and not excessive in relation to the purpose for which they are held
- Accurate and where necessary, kept up to date
- Held no longer than is necessary for the register purpose
- Accessible to the individual concerned who, where appropriate, has the right to have the information about themselves corrected or erased.
- Surrounded by proper security
- Ensure that all staff are made aware of good practice in Data Protection.
- Ensure that adequate training will be provided for all staff responsible for personal data.
- Ensure that everyone handling personal data will know where to find further guidance.
- Ensure that queries relating to data protection, internal and external to the organisation, is dealt with effectively and promptly.
- Data Protection Procedures and guidelines will be regularly reviewed within the organisation.