

# Fun 4U Club

## 19.1 Destruction of records

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### **Principle**

In order to work effectively the management of Fun 4U Club needs to gather information about parents, and their children in our care. By adhering to the policy we will ensure that records held by Fun 4U Club are handled properly with strictest confidence.

### **Statement of Intent**

Fun 4U Club believes that personal information of the children and family should be dealt with the strictest confidence at all times. The only exception to this is when there is a child protection issue when information will have to be disclosed to the relevant professional authorities. This will be done with sensitivity and with the CPO being involved at all stages.

### **Procedure**

Club Manager will review all data held on a quarterly basis and delete information which is no longer required by Fun 4U Club.

Digital photographic material taken on a Fun 4U Club camera, once taken should be transferred as soon as possible to a secure computer file with pass word protection. Once this process has been carried out the images on the camera will be permanently deleted immediately.

Digital photographic material on computer file should be review regularly to ensure that once images have been used for the purpose they were taken, all images should be permanently deleted.

**In the event of a child leaving Fun 4U Club** all relevant personal information on computer data base will be held in secure storage until the statutory time period has elapsed, then all said records will be disposed of securely.

All digital photographic material on computer file should be identified and permanently deleted.

Paper copy of all booking forms, enrolment forms and any correspondences in our possession should be sorted and shredded.

The facility displays should be searched for any printed photographic material related to the child and this should be destroyed.