



We respect your trust in us to use, store and share your personal information. In this notice, we carefully explain how we collect your personal information, how we use it, and how you can communicate with us about that information.

If you are unfamiliar with any of the information, or terms or, want more detail on any of the information here, please feel free to contact our Data Officer directly in confidence, full contact details are available on our website www.theworkspacegroup.org (follow the link to the After School Club).

The Company is a registered charity which provides an After School childcare service. The Company must process personal data (including sensitive personal data) so that it can provide these services – in doing so, the Company acts as a data controller and processor.

You may give your personal details and that of the child/children whom you hold parental responsibility for to the Company directly, such as on an application or registration form or via our website, or we may collect them from another source. The Company must have a legal basis for processing your personal data. For the purposes of providing you with the **After School Club service** we will only use your personal data in accordance with the terms of the following statement.

1. Collection and use of personal data

a. Purpose of processing and legal basis

The Company will collect your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with the after school club service. The legal bases we rely upon to offer these services to you are:

- Consent
- Legitimate interest
- Vital Interest
- Public Interest
- Legal obligation
- Contractual obligation

Consent

We require your consent to collect and process your data and that of and that of the child/children whom you hold parental responsibility for in order for your child/children to enrol and participate in the After School Club.

Legal Obligation

We have a legal obligation to hold information on the child/children you have a parental responsibility for Health and Safety reasons (e.g. if your child is on a Child Protection register)

Vital Interest

It is of vital interest that we hold information relating to the child/children's medical conditions and their GP

Contractual

Your personal data is required by law and/or a contractual requirement and/or a requirement necessary to enter into a contract. You are obliged to provide the personal data and if you do not the consequences of failure to provide the data are:

You will not be able to take up employment in the company

b. Recipient/s of data

The Company will process your personal data and/or sensitive personal data and that of the child/children whom you hold parental responsibility for with the following recipients:

Social Services

GP (medical emergency)

2. Data retention

The Company will retain your personal data only for as long as is necessary. Different laws require us to keep different data for different periods of time.

Social Services require that we retain your details and that of the child/children you have parental responsibility for, for the duration of the time they participate in the Club

The Company will process your personal data & sensitive personal data in line with our data retention policy. Upon expiry of that period the Company will seek further consent from you. Where we rely on consent as the legal basis for processing your data and consent is not granted, the Company will cease to process your personal data & sensitive personal data and that of the child/children you hold parental responsibility for.

3. Your rights

Please be aware that you have the following data protection rights:

- The right to be informed about the personal data the Company processes on you;
- The right of access to the personal data the Company processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

Please note that the rights of the child are paramount and in instances where the law requires it we may share information with social services without the consent of the person who holds parental responsibility for the child/children

Where we rely on consent for the legal basis for processing your [personal data & sensitive personal data] you have the right to withdraw that consent at any time by contacting

Our Data Protection Officer Ann McBride in writing E: ann@theworkspacegroup.org

If you wish to complain about this privacy notice or any of the procedures set out in it, please contact: Our Data Protection Officer Above.