

## **Out of School Club Privacy Notice**

At Funzone Out of School Club we respect the privacy of the children attending the Club and the privacy of their parents or carers.

The personal information that we collect about you and your child is used only to provide appropriate care for them, maintain our service to you, and communicate with you effectively. Our lawful basis for processing the personal information relating to you and your child is so that we can fulfil our contract with you.

Our legal condition for processing any health-related information that you provide about your child is so that we can provide appropriate care for that child.

Any information that you provide is kept secure.

Under the "Statutory Guidance for the Retention of Child Protection Records", schools and other organisations are required to keep records until a child reaches the age of 25, which is seven years after they leave school.

This is to ensure that safeguarding responsibilities are properly upheld and is mandated by laws such as "The Children Act 1989" and subsequent safeguarding guidance. We will delete information after this time.

We will use the contact details you give us to contact you via email so that we can send you information about your child, our Club and other relevant news, and so that we can communicate with you regarding payment of our fees. If you would like us to stop emailing you, please send an email to [FunzoneLtd@hotmail.co.uk](mailto:FunzoneLtd@hotmail.co.uk) and we will remove you from our mailing lists.

We will only share personal information about you or your child with another organisation if we: • have a safeguarding concern about your child • are required to by government bodies or law enforcement agencies • engage a supplier to process data on our behalf. • have obtained your prior permission.

You have the right to ask to see the data that we have about yourself or your child, and to ask for any errors to be corrected.

We will respond to all such requests within one month.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

Reviewed September 2024