

# **Add+VENTURE Club**

## **Privacy Notice**

This Privacy notice applies to all parents and families that access Add+VENTURE Club's services. The privacy notice explains what personal data we collect, why we collect it, how we use it, the control you have over your personal data and the procedure we have in place to protect it. If you have any questions about this notice, please contact the Add+VENTURE Club management team on [enquiries@addventureclub.co.uk](mailto:enquiries@addventureclub.co.uk).

Add+VENTURE Club respects the privacy of the children attending the Club and the privacy of their parents/ carers. We take your privacy seriously and are committed to ensuring that your personal data is protected in accordance with data protection laws and used in line with your expectations. 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. Data that is no longer required\* is erased after your child has ceased attending our Club.

### **What personal data we collect and why**

We will need to use your information to perform our obligations under our contract with you. The information you provide is collected via completion of the booking form and is only accessible to Add+VENTURE Club staff. We may also collect information from your child's current school and ask for more information, may it be required to further support a child/ren settling in process to the Holiday Club.

We will use the contact details you give us to contact you via phone, email, social media and post so that we can send and share information or any concerns about your child, our Club, other relevant news, send invoices and communicate with you regarding payment of our fees.

Below are set out descriptions about what personal information we collect: Information about the child's name, date of birth, age and address

- Parents' names, addresses, contact numbers
- Who has parental responsibility for the child
- Emergency contact names address and contact number
- Child's doctor's name and contact number
- Any allergies/medical history/ requirements
- Whether the child has any special educational needs or disabilities
- Religion
- We may also get information from professionals such as doctors and from local authorities.
- We may have information about any family circumstances which might affect your child's welfare or happiness. This is so that we can safeguard the welfare and wellbeing of your child and the other children who attend the club.
- The Club is based in Gateway School, which uses CCTV to make sure the school site is safe. CCTV is not used in private areas such as toilets.

- We may take photographs or videos of you during the holiday club to use on social media, and both the schools and Add+VENTURE Club's website. This is to show prospective parents and children what we and to advertise the club.
- We may send you information to keep you up to date with what is happening at the club.
- We will process your financial information about you in relation to the payment of fees.

### **Sharing personal information**

In accordance with our legal obligations, we may share information with local authorities, such as the police, the Independent Schools Inspectorate and the Department for Education, for example, where we have any safeguarding concerns.

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 (e.g. to take online bookings, issue invoices, or to recover debts); or
  - ❖ Have obtained your prior permission.
- Occasionally we may use consultants, experts and other advisors to assist the Club in fulfilling its obligations and to help run the Holiday Club properly. We might need to share your information with them if this is relevant to their work.
  - We may also need to share information with our legal advisers for obtaining legal advice.
  - We may share some information with our insurance company, for example, where there is a serious incident at the Club.
  - We may share information about you with others in your family, such as another parent or step-parent. For example, where this is part of our obligation to take care of your child, as part of our wider legal and regulatory obligations, or in connection with fees.

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. You can also ask for the data to be deleted, but note that:

- ❖ we will not be able to continue to care for your child if we do not have sufficient information about them
- ❖ even after your child has left our care, we have a statutory duty to retain some types of data for specific periods of time\* so can't delete everything immediately.

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).

**Please sign and date below to confirm that you have read this Privacy Notice.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

*\* We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after your child ceases to be in our care, but we delete as much personal data as we can as soon as possible.*