

Data Protection Policy

(General Data Protection Regulation Laws)

All Parents and Carers need to consent to their personal data being used, consent will be given during the registration process (together with Wise Owls Club Terms and Conditions).

The information that our website requests in the registration process is necessary for us to comply with legislation and to promote a secure environment for the children in our care. Our website obtains and stores your personal data and we use your personal data to enable us to care for your child safely. We use the data to communicate with Parents and Carers. We use data to advertise and market our settings to every registered client.

We make sure that this data is kept secure when we receive it. Data is stored on our secure website and also sent to all settings where it is stored within a locked box in a locked cupboard in a locked setting. This data needs to be on site to enable staff to care for the children and contact parents if needed. We also give a guarantee that this information will not be knowingly passed on to third parties or used for any purpose other than the management of Wise Owls Club activities.

Parents/Carers have the right to withdraw consent and to be forgotten at any time, their data and their child's data will securely, completely and provably be deleted. Deletion will be done without any undue delay. If Parents/Carers notify us that they would like to be removed from our mailing list we will have to delete all records of themselves and their children including booking history.

Since 2009 we have been registered as a Data Controller with the Information Commissioner's Office (ICO number Z1961923) and have a Cyber Security procedure which all employees follow.

If you have any query about the Data Protection Policy then please call us on 01628 620013.

Keeping Data Secure

Wise Owls Club Ltd is registered with the information Commissioners Office (ICO number Z1961923) and all parent, carer and employee details must be kept securely for us to comply with legislation. From May 2018 the GDPR have new regulations whereby parents and employee's need to consent to Wise Owls Club holding their personal data for the operation of the company. Should there be a breach of Data this will result in the company being fined and if the employee is responsible for this then the company's disciplinary process will be followed.

Confidential waste from all settings are destroyed by a fully accredited and compliant UK registered company who maintain the highest standards of security and meet the latest UK Data Protection Law and General Data Protection Regulations (GDPR)

Below are the locations where the data is securely held within our company.

Office

Data is held on computers with a secure password and archived paperwork is stored within our office which is not left unattended. The office is locked securely. Records are destroyed on all previous employees after 6 years and child details are destroyed after 3 years.

Any serious incidents, accidents, social services or legal matters are kept on record for 21 years. No data is held within our minibuses. Any office employee's working from home will ensure no data is left unattended and data is held on a computer with a secure password.

After School Clubs

Data is held within a locked box in a locked cupboard within a locked school. The Manager and Deputy are the only ones who have keys to access. Data goes off site during operating hours for school collections and the Manager will ensure all are returned and kept securely and locked away. No data will be left unattended.

Breakfast Clubs

Data is held within a locked box in a locked cupboard within a locked setting. The Manager and Deputy are the only ones who have keys to access. Data goes off site during operating hours for school drop offs and the Manager will ensure all are returned and kept securely and locked away. No data will be left unattended.

Holiday Club

Data is held within a locked box in a locked school. The Manager is the only one who have keys to access. Data goes off site during operating hours for outings and the team leader will ensure all are returned and kept securely and locked away. No data will be left unattended.

Pre- School

Data is held on site in a locked room. The Manager and Deputy are the only ones who have keys to access. Data occasionally goes off site for trips, the Manager will ensure all data is returned and kept securely locked away. No data will be left unattended.

Nursery

Data is held on site in a locked office. The Manager and Deputy are the only ones who have keys to access. Data occasionally goes off site for trips, the Manager will ensure all data is returned and kept securely locked away. No data will be left unattended.

Data breach

Should any data be breached this should be reported immediately to the Office Manager. Details of the breach will be held at head office. UK GDPR says that when a security incident takes place, you should quickly establish whether a personal data breach has occurred and, if so, promptly take steps to address it, including telling the ICO if required.