



## **Boom Active Data Protection Information and Process**

It is a legal requirement for Boom Active to hold information about the children and families using our holiday programmes. This information is used for registers and emergency contacts. However all records will be stored in file marked confidential and will not be available to any persons outside of the Boom Active team.

It is our intention to respect the privacy of children and their families and we will do so by:

- Storing confidential records in a locked filing case that is stored out of sight
- Ensuring that confidential records are not left in vehicles overnight
- Ensuring that all staff and volunteers are aware that this information is confidential and only for use within holiday programmes and to relay information regarding our holiday programmes
- Ensuring that parents have access to files and records of their own children but not to those of any other child
- Ensuring all staff are aware that this information is confidential and only for use within the holiday programme setting. If any of this information is requested for whatever reason, the parent's permission will always be sought
- Ensuring staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs
- Ensuring staff and volunteer inductions include an awareness of the importance of confidentiality. If staffs breach any confidentiality provisions, this may result in disciplinary action, and in serious cases, dismissal.
- Ensuring any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis. If, however, a child is considered at risk, our safeguarding policy will override confidentiality.

All the undertakings above are subject to the paramount commitment of Boom Active, which is to the safety and well-being of every child on our holiday programmes.