

Boom Active Data Protection and Confidentiality 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 and for means of communication. All our data will be held safely on our main system in a password protected file and will not be available to any persons outside of the Boom Active team.

In accordance with the Data Protection Act 1998 you have the right to access any information that we hold relating to you and withdraw consent at any time. If you feel there is a problem with the way we are handling your data, you have the right to complain to the ICO. Once your child has reached an age that it is no longer suitable for them to attend our programmes your details will be deleted from our files / database (right to be forgotten).

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

- We will run regular audits to ensure the steps we have put in to place are still following the correct guidelines.
- Attend training courses.
- Effective processes to identify, report, manage and resolve any personal data breaches and to notify the ICO within 72 hours. As well as informing the individuals this would affect.
- Storing confidential records in a locked filing case at the main office and on a password protected file which only Senior members of the team have access to. The password is changed by the director after every programme.
- IT security is in order by focussing on the following areas:
 - Passwords
 - Disk Encryption
 - Email Encryption
 - Data Storage
 - Backup
- 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. If any of this information is requested for whatever reason, the parent's permission will always be sought.
- Ensuring that parents have access to files and records of their own children but not to those of any other child.
- 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 staff breach any confidentiality provisions, the relevant parties / authorities will be notified and may result in disciplinary action, and in serious cases, dismissal.
- Any companies that support our system will be checked that they to are following the correct GPDR guidelines.
- No information will be shared with any third party.
- 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.
- Inform you of any changes made to our policy.

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.

Certificate of Registration

This is to certify that:

Boom Active

is registered with the Information Commissioner's Office under
registration reference:

ZA131727

Registration Start date:

30 July 2015

Registration Expiry date:

29 July 2018