



Future Leaders Club Data Protection Policy

A Commitment to Privacy and Confidentiality

At Future Leaders Club, we respect the privacy of the children who attend, their parents or carers, as well as our staff. Our goal is to ensure that everyone involved with Future Leaders Club can trust that their personal data is handled securely and responsibly.

Our lead person for data protection is Dr Edwin T Mutambanengwe. The lead ensures that the Club adheres to GDPR requirements, communicates with statutory bodies when necessary, and responds to subject access requests.

Confidentiality

Within Future Leaders Club, we uphold confidentiality in the following ways:

- We only share information with parents about their own child.
- Information provided by parents about their child will not be disclosed to third parties without permission, except in safeguarding cases as outlined in our Safeguarding Policy.
- Concerns or evidence regarding a child's safety are documented in a confidential file and only shared with the designated Child Protection Officer and the manager.
- Staff discuss individual children solely for planning and group management purposes.
- Staff are trained on confidentiality during their induction process.
- Employment-related matters for staff, whether paid or voluntary, remain confidential among decision-makers.
- All personal data is securely stored in lockable files, password-protected computers, or password-protected devices.

Information We Keep

Children and Parents

We collect only the information necessary to provide childcare services, including registration details, medical information, parent contact information, attendance records, and incident/accident reports. Our legal basis for processing this data is the fulfillment of our contract with parents. For health-related data, we collect it to ensure we can provide the appropriate care for the child. When a child leaves our care, we retain the required data for statutory, insurance, and best-practice purposes and dispose of or delete it securely afterward.

Staff

We maintain employee information to meet HMRC requirements and comply with employment laws. Our legal basis for processing this data is fulfilling our legal obligations, including health-related data for employment purposes. Data for past employees is retained only as long as required by law or industry best practices, after which it is securely deleted or destroyed.



Sharing Information with Third Parties

We share children's information with external agencies only on a need-to-know basis and with parental consent, except in cases of safeguarding concerns, criminal activity, or when required by law (e.g., Police, HMRC). If we share information without parental consent, we document the reasons clearly in the child's file.

All shared information is accurate and up-to-date, prioritizing the safety and well-being of the children in our care. When safeguarding concerns arise, we follow the Government's guidelines, "Information Sharing Advice for Safeguarding Practitioners" ([URL]).

Some limited personal information may be disclosed to authorized third parties engaged by us for operational purposes, such as managing online bookings, payroll, or accounts. These third parties comply with GDPR regulations.

Subject Access Requests

- Parents/carers may request access to any information or records related to their child or themselves.
- Staff and volunteers may request access to information we hold about them.
- We aim to respond to such requests promptly and no later than one month after receiving the request.
- If any information is found to be outdated or incorrect, we will update it promptly.
- Parents/carers may request the deletion of data, but this may impact our ability to provide care due to legal obligations to retain certain data. Similarly, some data may need to be retained for specified periods even after a child has left our care.
- For staff and volunteers, requesting data deletion may affect our ability to employ them, as we are legally required to retain certain information. Additionally, some data for past employees must be retained for specific durations even after employment ends.
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Individuals dissatisfied with how their data has been handled or how we've responded to a subject access request may file a complaint with the Information Commissioner's Office (ICO).

GDPR Compliance

We fully comply with the General Data Protection Regulation (GDPR) concerning obtaining, storing, and using personal data.

This policy was adopted by: Future Leaders Club	Date: May 2025
To be reviewed: May 2026	Signed: Dr Edwin T Mutambanengwe, Club Manager

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information and records [3.67 - 3.72].