



## **Parents/Carers Privacy Notice March 2023**

### **Policy Statement**

St Crispin's Out of School Care Association is an after-school club based at St Crispin's School, Edinburgh. During your child's time with us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and any potential data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after your child has left St Crispin's OOSCA. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will hold about you, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

### **What information do we process in relation to you?**

We will collect, hold, share, and otherwise use the following information about you:

- Personal information (such as name, address, home and mobile numbers, personal email address, emergency contact details, GP contact information)
- Financial details (such as bank account or credit card details), and other financial details such as eligibility for financial assistance
- Information regarding your relationship to your child
- Generic information regarding your child's likes and dislikes

We will also use special categories of data such as gender, age, ethnic group, sex, or sexual orientation, religious or similar beliefs, and information about health and or well-being. These types of personal data are subject to additional requirements.

### **Where do we get your personal data from?**

We will obtain an amount of your personal data from you, by way of information gathering exercises at appropriate times such as when your child joins St Crispin's OOSCA. We may also obtain information about you from other sources. This might include information from the local authorities or other professionals or bodies, which might raise concerns in relation to your child.

### **Why do we use your personal data?**

We will process your personal data for the following reasons:

1. Where we are required by law, including:
  - To provide reports and other information required by law in relation to the performance of your child.
  - To raise or address any concerns about safeguarding.
  - To obtain relevant funding for the club.
  
2. Where the law otherwise allows us to process the personal data as part of our functions as an organisation, or we are carrying out a task in the public interest, including:
  - To confirm your identity
  - To communicate matters relating to your child to you
  - To safeguard you, our staff, other service users and other individuals
  - To enable payments to be made by you to St Crispin's OOSCA
  - To ensure the safety of individuals on the St Crispin's OOSCA site
  - To aid in the prevention and detection of crime on the St Crispin's OOSCA site
  
3. Where we otherwise have your consent

Whilst the majority of processing of personal data we hold about you will not require your consent; we will inform you if your consent is required and seek that consent before any processing takes place.

### **Why do we use special category personal data?**

We may process special category personal data in relation to you for the following reasons:

1. Where the processing is necessary in order to ensure your child's health and safety at St Crispin's OOSCA, including making reasonable adjustments for any additional needs your child may have.
2. Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our *UK GDPR and Data Protection Policy*.
3. Where we otherwise have your explicit written consent.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests or those of your child, and where it is not possible to seek your consent for example issues relating to the safeguarding and protection of your child.

### **Failure to provide this information**

If you fail to provide information to us, we may be prevented from complying with our legal obligations.

### **How long will we hold your personal data for?**

We will hold your personal data only for as long as necessary. How long we need to hold on to any information will depend on the type of information. Please contact the manager of STOOSCA if you want to see our retention policy.

## **Storing your information**

It is very important that only people who need to use your information can see it. St Crispin's OOSCA keeps your information safe by:

- Storing paper documents in locked filing cabinets in a locked office
- Electronic records are secured with encryption and passwords.

## **Who will we share your personal data with?**

We may share information about you with local authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes.

We may also in the cases of emergency and/or for the purposes of safeguarding, share information about you with the named person, and public bodies such as Social Care Direct, and the Emergency services.

## **Your rights in relation to your personal data held by us.**

You have the right to request access to personal data that we hold about you, subject to a number of exceptions.

You also have the right, in certain circumstances, to:

- Object to the processing of your personal data
- Have inaccurate or incomplete personal data about you rectified.
- Restrict processing of your personal data
- Have your data transferred to another organisation.
- Claim compensation for damage caused by a breach of your data protection rights.

Please see our UK GDPR and Data Protection Policy for further information regarding your rights to access the personal information we hold about you. If you want to exercise any of these rights, then you should contact the Data Protection Officer at the information provided at the end of this document.

The law does not oblige St Crispin's OOSCA to comply with all requests. If St Crispin's OOSCA does not intend to comply with the request, then you will be notified of the reasons why in writing as soon as possible.

## **Concerns**

If you have any concerns about how we are using your personal data, then we ask that you contact our Data Protection Officer at the details below.

However, an individual can contact the Information Commissioner's Office should you consider this to be necessary, at <https://ico.org.uk/concerns/>.

**Contact**

If you would like to discuss anything in this privacy notice, please contact the St Crispin's OOSCA Data Protection Officer at the following details:

Anne-Katrin Weston  
St Crispin's Out of School Care Association  
1 Burdiehouse Crescent  
EH17 8EX  
stcplayclub@hotmail.com