



# **ROCKS AND PEBBLES LTD**



## **Rocks and Pebbles Data Protection Policy**

**Date: February 2020**

**Review Date: February 2021**

**Rocks and Pebbles Ltd is the trading name of Rocks and Pebbles. Limited registered in England and Wales.**

**Registration No: 6415435**

**Director: Kate Asaf**

# Data Protection Policy

As a company Rocks and Pebbles adhere to all relevant legislation, this includes the Data Protection Act 1998 (General Data Protection Regulation, if reading this after the 25<sup>th</sup> May 2018). As we store personal details for children who attend the club and staff we employ to care for the children we comply with the principles of the Data Protection Act.

**The Data Protection Act principles requires personal information is:**

- processed fairly and lawfully
- processed for one or more specified and lawful purposes, and not further processed in any way that is incompatible with the original purpose
- adequate, relevant and not excessive
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary for the purpose for which it is being used
- processed in line with the rights of individuals
- kept secure
- not transferred outside the European Economic Area

**Rocks and Pebbles will adhere to the above principles by ensuring that we:**

- Handle people's personal data only in ways they would reasonably expect.
- Keep the data secure by keeping all paper-based personal information in a locked and secure cupboard/drawer.
- Not pass on personal data to other organisations without the individual's permission. There are some exceptions to this rule however:
  - You must pass on data if requested by the police and certain other statutory bodies (eg HMRC).
  - You have a legal duty to pass on information to the appropriate authorities if you believe that a child has been abused or is at risk of abuse.
- Only keep personal information for as long as we reasonably need it.

## Requests for access to personal data

If Rocks and Pebbles hold information about any individual, that person has a right to ask for a copy of the information that we hold about them. To obtain access to personal data the individual must send a formal written request. Rocks and Pebbles will respond to this request within 40 days. We will charge the individual up to £10.00 to cover our costs in dealing with the request.

## The Information Commissioner

Because Rocks and pebbles handles personal data we are registered with the Information Commissioner's Office (ICO).

This policy was adopted by: Rocks and Pebbles	Date: February 2020
To be reviewed: February 2021	Signed: