KITTY WATSON ACTING

KITTY & CO
Children's Talent Management

GDPR/Privacy Policy

Statement
GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Directives that were in place. GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individual's data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. Kitty Watson Acting (KWA) and Kitty & Co are committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, visitors and staff personal data.

The GDPR policy gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

GDPR includes 7 rights for individuals

1) **The right to be informed**
   As an organisation, we need to collect and manage certain data for communication purposes and for the safety of your child. We need to know parent's names, addresses, telephone numbers, email addresses. We need to know children's' full names, addresses, medical details, and dates of birth. We are required to collect certain details of Guest Teachers and other visitors. KWA and Kitty & Co are required to hold data on its Staff, names, addresses, email addresses, telephone numbers, date of birth & bank details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK. DBS Numbers and date of issue are also held on a central staffing record. KWA and Kitty & Co uses Cookies on its website to collect data for Google Analytics, this data is anonymous.
2) **The right of access**
   At any point an individual can make a request relating to their data and KWA and Kitty & Co will need to provide a response (within 1 month).
3) **The right to erasure**
   You have the right to request the deletion of your data where there is no compelling reason for its continued use. However, KWA and Kitty & Co has a legal duty to keep children's and parents details for a reasonable time. KWA and Kitty & Co retain these records for 1 year after leaving the school, children's accident and injury records will be held until the child reaches 21 years and until the child reaches 24 years for Child Protection records. This data is archived securely on our encrypted computer.
4) **The right to restrict processing**
   Parents, visitors and staff can object to KWA and Kitty & Co processing their data. This means that records can be stored but must not be used in any way, for example reports or for communications.
5) **The right to data portability**
   KWA and Kitty & Co requires data to be transferred from one IT system to another; such as from KWA and Kitty & Co to the Local Authority, for performance licences, and LAMDA for examinations. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.
6) **Storage and use of personal information**.
   All parents will be requested to complete an online registration form via Class4Kids so that we can collate all the personal data we require and so that individuals can read and agree with our terms and conditions, privacy policy and safeguarding policies. This data will be stored in our Class4Kids online

system that can only be accessed by the owner and complies with the GDPR and is accessed through encrypted, password protected devices. All existing paper based collated data has been destroyed.

KWA and Kitty & Co collect a large amount of personal data every year including names and contact details of those on waiting lists.

KWA and Kitty & Co stores personal data held visually in photographs or video clips or as sound recordings, with written consent obtained when parents register with us on our registration form. No names are stored with images in photo albums, displays, on the website or on KWA or Kitty & Co social media sites.

Access to all computers and phones are securely password protected. When a member of staff leaves the company these passwords are changed in line with this policy and our Safeguarding policy.

GDPR means that KWA and Kitty and Co must;

* Manage and process personal data properly
* Protect the individual's rights to privacy
* Provide an individual with access to all personal information held on them

*** This policy was adapted by Kitty Watson in 2023. Signed on behalf of Kitty Watson Acting and Kitty & Co***