

# **Happy Hill Essex CIO**

## **Privacy Policy**



Happy Hill Essex CIO is committed to complying with both the law and good practice, respecting every individual's rights, and providing training and support to all staff who handle personal data. We are dedicated to protecting the data that we hold and process. This policy sets out how Happy Hill Essex CIO will treat and process this information.

Happy Hill Essex CIO operates on a "need to know" basis in relation to the care, health, and safety of the children and young adults registered with us. Everyone must ensure that it is kept safe and secure when handling personal and sensitive information, such as signing in sheets and emergency information.

Personal and sensitive data will only be processed in accordance with this policy.

### **(1) What information is being collected?**

Name and address of parent/carer.

Child's name, date of birth and medical details to ensure all health needs are met.

Emergency contact details for health and safety reasons.

Consent forms for photographs, videos, social media and GDPR.

Staff member's name and address application form, email address, phone number, education, qualifications, employment history, emergency contact details and next of kin.

### **(2) Who is collecting information?**

Happy Hill Essex CIO – Employer and Service provider of respite care for children with disabilities.

### **(3) How is it collected?**

Information is collection on application forms, registration forms and recruitment packs.

### **(4) Why is it being collected?**

Members information is collected to ensure:

- good quality, targeted play and learning for individuals.
- suitable care and support for children and young adults.
- we can assess and monitor the progress of children and young adults.

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*Braintree Enterprise Centre, Block A, Unit 10, Springwood Drive, Braintree, Essex CM77 2YN*

*Charity Number: 1193856*

- monitoring our effectiveness whilst at the holiday club.
- we comply with the law regarding data sharing.
- protection and safeguarding of children and young adults.
- Medical information to ensure continued care and the safe welfare of the child/young person whilst in our care.
- For the Workforce
- to ensure safe staff recruitment process.
- to pay salaries contributions.
- to enable ethnicity and disability monitoring.
- to ensure eligibility to work.
- Emergency contact details.
- Supporting the work of all staff and volunteers, enabling development and deployment.

#### **(5) How will it be used?**

To deliver a safe, professional, and effective service. To monitor the effectiveness of the service. Children's photos will only be used with permission from the individual or their parents/carers. This will be obtained during completion of the form in the registration pack or during our annual database update. Any parent or individual can withdraw consent at any time.

#### **(6) Who will it be shared with?**

Information will be shared with staff members on a "need to know" basis. A confidentiality clause is contained within their contract of employment.

If someone makes a request to have access to confidential information, this must be made in writing to the Owner of Happy Hill Essex CIO who will deal with such a request within one month.

Happy Hill Essex CIO will check the identity of all persons asking for access to personal information. All staff must ensure that any request for information is reported to the owner of Happy Hill Essex CIO without delay.

#### **(7) What will be the effect of this on the individuals concerned?**

Ensuring that their health and wellbeing is maintained.

#### **Using your personal data**

1) We will never, without your express permission, share your information with any third parties for any purpose. We will also not use your personal information if you have instructed us not to.

(2) We may disclose some of your information if required to do so by law under the following circumstances:

In connection with any legal proceedings or prospective legal proceedings in order to establish, exercise or defend our legal rights.

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### **(3) Other disclosures**

Staff must ensure that they are not sharing personal or sensitive information with any outside agencies without prior written permission from the person or their parent/carer. The only circumstance in which this may be breached is if we believe there may be a child or adult at risk from harm, in line with Happy Hill Essex CIO Safeguarding policy.

### **(4) Security of your personal data**

Computer(s) and back up hard drive are locked away and staff are not permitted to access this information.

The computer is password protected, with only the owner, Heather Hill, having access. All highly confidential information is password protected with only the necessary people allowed to access it.

Operations Manager has access to personal files for staff and children / young adults. Staff or volunteers who witness any Happy Hill Essex CIO personnel breaking these rules should report this to Management immediately. Anyone found not to be adhering to the above will be investigated and the disciplinary procedure will be actioned.

Personnel and members files are held a locked cabinet, protected by an alarm system and CCTV security.

We will take reasonable precautions to ensure that your personal and sensitive information will not be lost, misused or altered by us. In the unlikely event of a security breach, we will inform you.

### **(5) Policy amendments**

It may be necessary to amend this policy from time to time in order to adhere to new regulations and changes in circumstances.

### **(6) Data review**

We intend to review the data and personal information we hold on an annual basis, in line with the financial year. Any out of date information will be deleted. In the event of receiving a request to delete personal information, we will process the request within one month in line with GDPR.

### **(7) Happy Hill Essex CIO is the Designated Data Protection Controller:**

Mrs Heather Hill

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**The Operations Manager for Happy Hill Essex CIO is the Designated Data Protection Processor: Janine Waite**

This policy was adopted by	Happy Hill Essex CIO	June 2021
Signed on behalf of the provider		
Name of signatory	Mrs Heather Hill	
Role of signatory	Senior Trustee and Founder	

This policy will be reviewed as required, or if a situation occurs which necessitates any amendment.

Date policy was created: June 2018

Date of policy reviewed: January 2019, June 2020, June 21

Date of the policy to be reviewed: June 2022

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