

# **BUSY BEES AND THE AFTER SCHOOL ACTIVITIES POLICY FOR DATA PROTECTION (GDPR)**

## **OVERVIEW**

Busy Bees and the after school activities will ensure that personal data is protected and kept safely and securely. It will ensure that its policy for data protection is used as the basis for collecting, storing, accessing, sharing and deleting personal data. Busy Bees and the after school activities will use the General Data Protection Regulations (GDPR) as the benchmark for its standard for protecting personal data.

## **INTENT**

1. To ensure that decision makers and key people in Busy Bees and the after school activities comply with the statutory changes to the GDPR in which came into force in May 2017.
2. To ensure that there will be regular reviews and audits of the information we hold to ensure that we fully meet the GDPR statutory requirements.
3. To document the personal data we hold, where it came from and with whom it will be shared.
4. To ensure that data collection, data handling, data storage and data disposal procedures are in line with the GDPR and cover all the rights individuals have, including how personal data is deleted and destroyed.

## **IMPLEMENTATION**

1. Data access request procedures will be handled within the timescales set out in the GDPR and we provide any additional information in line with the GDPR guidance.
2. The processing of personal data will be carried out on a lawful basis as required by the GDPR.
3. Where Busy Bees and the after school activities need to seek consent, it will do so in a manner that meets GDPR standards.
4. Any records of consent and the management of the process for seeking consent will also meet the GDPR standard.
5. Where there is a personal data breach the procedures used to detect, report and investigate it will meet the requirements of the GDPR.
6. Where appropriate data breaches will be reported to the Data Commissioner's Office as required by law.
7. The systems the Busy Bees and the after school activities put into place to verify individuals' ages and to obtain parental or guardian consent for any data processing activity will meet the standard set in the GDPR.
8. Data protection by design and data protection impact assessments will meet with the ICO's code of practice on privacy impact assessments as well as with the latest guidance.
9. The designated Data Protection Officer is appointed by Rochdale MBC and any queries or data breaches will be reported to this officer.
10. CPOMS file transfers will only be approved to schools within Rochdale local authority.

## **IMPACT**

The requirements of the GDPR will be met by Busy Bees and the after school activities as the basis for collecting, storing, accessing, sharing and deleting personal data. Data will be processed fairly lawfully and in a transparent manner. It will be used for specified, explicit and legitimate purposes in a way that is adequate, relevant and limited. It will be accurate and kept up to date and kept no longer than is necessary. Data will be processed in a manner that ensures appropriate security of the data

Reviewed by A. Parker Oct 24  
Approved by Governing Board  
Policy to be reviewed Oct 25