

FIT KIDS ZONE C.I.C



Data Protection Policy

Date 1st September 2022

Renew 1st September 2023

Data Protection Officer: Katie Swann

The General Data Protection Regulations (GDPR) refer to the safeguarding of the privacy rights of individuals in relation to the processing of personal data, in both paper and electronic format. The Data Protection Acts 1988 and 2018 Act applies the EU's GDPR standards which lay down strict rules about the way in which personal data and sensitive personal data are collected, accessed, used, and disclosed. The Data Protection Acts also permit individuals to access their personal data on request and confer on individuals the right to have their personal data amended if found to be incorrect.

Our website address is: <https://www.fitkidszone.co.uk>. ("We") are committed to protecting and preserving the privacy of our visitors when visiting our site or communicating electronically with us.

This policy sets out how we process any personal data we collect from you or that you provide to us through our website. We confirm that we will keep your information secure and that we will comply fully with all applicable UK Data Protection legislation and regulations. Please read the following carefully to understand what happens to personal data that you choose to provide to us, or that we collect from you when you visit this site. By visiting www.fitkidszone.co.uk (our website) you are accepting and consenting to the practices described in this policy.

Purpose of This Data Protection Policy

This policy is a statement of Fit Kids Zone C.I.C and its commitment to protect the rights and privacy of individuals in accordance with the Data Protection Acts.

Collecting Information

We may collect, store, and use the following kinds of personal information about individuals who visit and use our website:

Information you supply to us: You may supply us with information about you by filling in forms on our website. This includes information you provide when you submit a contact/enquiry form or sign up to company mailing lists. The information you give us may include your name, address, e-mail address and phone number.

Information our website automatically collects about you: With regard to each of your visits to our website we may automatically collect information including the following:

- **technical information**, including a truncated and anonymised version of your Internet protocol (IP) address, browser type and version, operating system, and platform.
- **information about your visit**, including what pages you visit, how long you are on the site, how you got to the site (including date and time); page response times, length of visit, what you click on, documents downloaded and download errors

Visitors who fill out the contact forms may be checked through an automated spam detection service.

Data Protection Principles

We shall perform our responsibilities under the Data Protection Acts in accordance with the following eight Data Protection principles:

Obtain and Process Information Fairly

We shall obtain and process personal data fairly and in accordance with statutory and other legal obligations. All information will be obtained through a registration form that each parent/carer will complete on behalf of the children attending the camp.

This information is collected for the following services and permissions:

- Registers
- Contact numbers in emergency
- Allergy awareness
- To organise our camp activities in groups of similar ages
- To perform accounting and other record-keeping functions
- To be aware of additional needs
- To provide personnel and payroll administration services
- To give consent for photographs/first aid

We shall keep personal data for purposes that are specific, lawful and clearly stated. Personal data will only be processed in a manner compatible with these purposes; we shall use and disclose personal data only in circumstances that are necessary for the purposes for which we collected the data.

Keeping Data Safe and Secure

We shall take appropriate security measures against unauthorised access to, alteration, disclosure or destruction of personal data and against its accidental loss or destruction. All paper data will be kept locked away in a secure location, with all digital data being password protected with specific access permissions for the individuals responsible.

We adopt procedures that ensure high levels of data accuracy, completeness and that data is up-to-date. We shall only hold personal data to the extent that it is adequate, relevant and not excessive, with our retention policy enforcing this.

Subject Access Rights

You have the right to ensure that your personal data is being processed lawfully (“Subject Access Right”). Your subject access right can be exercised in accordance with Data Protection laws and regulations. Any subject access request must be made in writing to Mrs Katie Swann (katiedriscolldanceclass@hotmail.com). We will provide your personal data to you within the statutory time frames. To enable us to trace any of your personal data that we may be holding, we may need to request further information from you. If you have a complaint about how we have used your information, you have the right to complain to the Information Commissioner’s Office (ICO).

Responsibility

Overall responsibility for ensuring compliance with Data Protection Acts rests with Fit Kids Zone C.I.C, and all employees and contractors of Fit Kids Zone C.I.C who separately collect, control or process the content and use of personal data. These individuals are directly responsible for compliance with the Data Protection Acts. The Data Protection Co-Ordinator and Data Protection Officer supports, assists, advises, and trains Fit Kids Zone C.I.C staff to ensure that the company is in a position to comply with the legislation. Fit Kids Zone C.I.C firmly committed to ensuring personal privacy and compliance with the Data Protection Acts, including the provision of best practice guidelines and procedures in relation to all aspects of Data Protection.

Review

This Data Protection Policy will be reviewed regularly in light of any legislative or other relevant developments.

This policy is eligible for review on: **1st September 2022**