

## THE MAKING PLACE – DATA PROTECTION & PRIVACY POLICY

### 1. Purpose

The Making Place is committed to protecting the privacy and personal data of children, young people and their families.

We process personal information in accordance with the UK GDPR and the Data Protection Act 2018.

### 2. Data Controller

The Making Place

Contact: [info@makingplace.org.uk](mailto:info@makingplace.org.uk)

Data Protection Lead: Leroy Mentos

### 3. Information We Collect

Child information: name, age, emergency contacts, medical needs, attendance records.

Parent/carer information: name, contact details, payment information.

Media: photographs or recordings with written consent.

### 4. Why We Collect Information

To ensure safety, communicate with families, manage bookings, meet safeguarding obligations, and improve provision.

Lawful bases:

- **Legitimate interests** – to run sessions and communicate with families
- **Legal obligation** – to meet safeguarding and legal responsibilities
- **Consent** – for photographs and recordings

## 5. Storage

Stored securely in password-protected files, secure cloud storage, or locked paper storage.

Data is kept only as long as necessary, typically up to 2 years after last attendance, **unless it is required to be kept longer for safeguarding or legal reasons.**

## 6. Sharing Information

Information is only shared when necessary. This may include:

- safeguarding authorities where there are concerns about a child's welfare
- emergency services where required
- insurers where appropriate
- trusted third-party services used to support the running of the provision (e.g. booking or payment systems)

## 7. Photography & Recordings

Used only with written consent. Parents/carers may withdraw consent at any time.

## 8. Your Rights

Parents/carers have the right to:

- request access to their data
- request correction of inaccurate data
- request deletion of data where appropriate
- restrict or object to how data is processed
- withdraw consent (where consent is the lawful basis)
- complain to the Information Commissioner's Office (ICO)

## 9. Data Breaches

Any data breach will be recorded and managed appropriately.

Where required, serious breaches will be reported to the Information Commissioner's Office (ICO).

## **10. Review**

This policy will be reviewed annually.

**Name: Leroy Mentos**

**Signed:** 

**Date: 01/03/2026**

**Next Review: 01/01/2027**