

# DATA PROTECTION & GDPR POLICY – AFTER-SCHOOL CLUBS

Provider: zoesdanceandfitness

Date: February 2026

Review Date: February 2027

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## 1. Purpose

This policy explains how Zoes Dance and Fitness collects, stores, uses, and protects personal information about children, parents/carers, and staff while delivering after-school club sessions.

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## 2. Information We Collect

- Child's name, age, year group
  - Contact details for parents/carers
  - Medical information, allergies, or additional support needs
  - Attendance records
  - Accident or incident reports
  - Photos or videos of children (with parental consent)
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## 3. How We Use Information

Information is collected and used to:

- Ensure the safety and welfare of children
- Plan and run activities appropriately
- Record accidents, incidents, and behaviour concerns
- Communicate with parents, carers, or schools about sessions
- Comply with safeguarding and legal requirements

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## 4. How We Store Information

- All records are stored securely (locked cabinets or password-protected electronic files)
- Only the Provider has access to personal data
- Information is retained only as long as necessary for legal, safeguarding, or administrative purposes

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## 5. Sharing Information

- Information will only be shared when necessary and with the appropriate people, including:
  - Schools
  - Parents/carers
  - Relevant safeguarding authorities if there are concerns about a child's welfare
- We never sell or share information for marketing purposes.

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## 6. Consent

- Parents/carers are asked to provide consent for collecting personal information and taking photographs/videos.
- Consent can be withdrawn at any time by contacting the Provider.

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## 7. Rights of Parents / Carers

Parents/carers have the right to:

- Access personal information held about their child
- Request corrections if information is inaccurate
- Withdraw consent for photos or videos

Requests should be made in writing to:

Zoesdanceandfitness@outlook.com

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## 8. Data Breach

In the unlikely event of a data breach:

- The Provider will assess and contain the breach
- Inform the School and affected parents/carers if necessary
- Take steps to prevent recurrence

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Signature: \_\_\_\_\_ Z N Morris \_\_\_\_\_

Date: 12/02/26