

## ChattyMaths.co.uk Data Protection Policy

### 1. Purpose of the Policy

ChattyMaths.co.uk is committed to ensuring the privacy and security of personal data. This policy outlines how we collect, use, store, and protect personal information in compliance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

### 2. Scope

This policy applies to:

- All personal data processed by ChattyMaths.co.uk, including data from children, parents/carers, staff, and third-party partners.
- All staff, volunteers, and anyone acting on behalf of ChattyMaths.co.uk.

### 3. Definitions

- **Personal Data:** Any information that can identify an individual directly or indirectly (e.g., name, contact details, or photograph).
- **Processing:** Any action performed on personal data, including collection, storage, sharing, and deletion.
- **Data Subject:** The individual whose personal data is being processed.

### 4. Data Protection Principles

We adhere to the following principles:

1. **Lawfulness, Fairness, and Transparency:** Personal data will be processed lawfully, fairly, and transparently.
2. **Purpose Limitation:** Data will only be collected for specified, explicit, and legitimate purposes.
3. **Data Minimization:** We collect only the data necessary for the intended purpose.
4. **Accuracy:** We ensure that personal data is accurate and up-to-date.
5. **Storage Limitation:** Data will not be retained for longer than necessary.
6. **Integrity and Confidentiality:** Personal data will be kept secure to prevent unauthorized access or breaches.

### 5. Types of Data Collected

We may collect and process the following personal data:

- **Children:** Names, ages, emergency contact details, health information (e.g., allergies or medical needs), and attendance records.
- **Parents/Carers:** Names, contact information, and payment details.

- **Staff and Volunteers:** Names, contact details, DBS checks, and training records.

## 6. How Data is Collected

Data may be collected via:

- Registration forms (online or paper).
- Email or telephone communications.

## 7. Lawful Basis for Processing

We process data under the following lawful bases:

- **Consent:** For activities such as using photographs for marketing (explicit consent will be obtained).
- **Contractual Obligation:** To deliver workshop services to participants.
- **Legal Obligation:** To comply with safeguarding and health and safety requirements.
- **Legitimate Interests:** For operational purposes such as managing workshop schedules.

## 8. Data Storage and Security

We ensure secure storage of data by:

- Keeping physical records in locked storage accessible only to authorized personnel.
- Using encrypted devices and password-protected systems for digital records.
- Regularly updating security software to protect against cyber threats.

## 9. Sharing Data

Personal data will only be shared with:

- Authorized staff and volunteers on a need-to-know basis.
- Emergency services or health professionals in urgent situations.
- Regulatory bodies or authorities, if legally required.

We do not sell or share personal data with third parties for marketing purposes.

## 10. Data Retention

Data will be retained as follows:

- **Children's records:** Retained for 3 years after the child attends a workshop, unless longer retention is required for safeguarding purposes.
- **Staff records:** Retained for 6 years after employment ends.
- **Financial records:** Retained for 7 years for accounting compliance.

## 11. Rights of Data Subjects

Individuals have the following rights:

- **Access:** To request a copy of their personal data.
- **Rectification:** To correct inaccurate or incomplete data.
- **Erasure:** To request deletion of data (subject to legal and operational needs).
- **Restriction:** To limit processing of their data.
- **Objection:** To object to data processing for certain purposes.
- **Data Portability:** To request data in a portable format.

Requests can be made by contacting [info@chattymaths.co.uk](mailto:info@chattymaths.co.uk).

## 12. Data Breaches

In the event of a data breach:

- The breach will be investigated immediately.
- The Information Commissioner's Office (ICO) will be notified within 72 hours if required.
- Affected individuals will be informed promptly if there is a high risk to their rights and freedoms.

## 13. Roles and Responsibilities

- **Data Protection Officer (DPO):** Martin Green, oversees compliance and handles data protection inquiries.
- **Staff and Volunteers:** Must adhere to this policy and report any data protection concerns to the DPO.

## 14. Policy Review

This policy will be reviewed annually or whenever there are significant changes in data protection regulations or our operations.

## 15. Contact Information

For questions or concerns regarding data protection:

- **Email:** [info@chattymaths.co.uk](mailto:info@chattymaths.co.uk)
- **ICO Contact:** [www.ico.org.uk](http://www.ico.org.uk)