



Get With The Kids Vibe

Data Protection Policy



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1. Policy Statement

Get With The Kids Vibe ("GWTKV") is committed to protecting the personal data and privacy of children, parents/carers, staff, contractors, partners, and all individuals we work with. Safeguarding and data protection sit at the heart of everything we do, and we handle personal information lawfully, fairly, and transparently in full compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy outlines how we collect, use, store, and protect personal data as part of our holiday programmes, enrichment activities, and business operations.

2. Scope

This policy applies to:

- *Children and young people attending our programmes*
- *Parents and carers*
- *Staff, contractors, volunteers, and mentors*
- *Partner organisations and external providers*

It covers all personal data held by GWTKV, whether in digital or paper format.

3. Data We Collect

We only collect data that is necessary to safely and effectively deliver our services. This may include:

- *Names, contact details, and emergency contacts*
- *Date of birth and attendance records*
- *Dietary requirements, allergies, medical or SEND information*
- *Safeguarding-related information where required*
- *Staff and contractor details, including DBS status*
- *Feedback and monitoring information required by funders*

Special category data (such as medical, dietary, or SEND information) is collected only where essential and handled with additional care in line with GDPR requirements.

4. Safeguarding and Data Protection

The safety and welfare of children and young people is our highest priority. Personal data is collected and used in ways that directly support safeguarding, inclusion, and safe delivery.

All staff, contractors, and volunteers are subject to appropriate recruitment and vetting processes, including enhanced DBS checks, prior to working with children. Safeguarding training is mandatory for all delivery staff and is refreshed regularly. Clear safeguarding policies, reporting pathways, and escalation procedures are in place to ensure concerns are identified, recorded, and acted upon promptly in line with statutory guidance and local authority expectations.

Sensitive personal information, including medical, dietary, and SEND data, is shared only on a strict need-to-know basis to ensure children's safety and wellbeing.

5. How We Use Personal Data

Personal data is used solely for legitimate purposes, including:

- *Delivering safe, inclusive holiday and enrichment programmes*
- *Safeguarding children and young people*
- *Managing bookings, attendance, and communication*
- *Meeting legal, safeguarding, and funding requirements (including HAF reporting)*
- *Supporting staff recruitment, training, and compliance*

We do not use personal data for unrelated purposes and never sell or misuse personal information.

6. Lawful Basis for Processing

GWTKV processes personal data in line with GDPR principles and under one or more lawful bases, including:

- *Consent (e.g. booking forms and permissions)*
- *Legal obligation (e.g. safeguarding and statutory duties)*
- *Vital interests (to protect a child's health or safety)*
- *Legitimate interests (to manage and deliver services responsibly)*

Consent is clearly obtained where required, and individuals can withdraw consent at any time.

7. Data Storage, Security, and GDPR Training

We take data security seriously and use appropriate technical and organisational measures to protect personal information, including:

- *Secure, password-protected digital systems*
- *Restricted access to sensitive information on a need-to-know basis*
- *Secure storage of paper records*
- *Regular review and deletion of data that is no longer required*

All staff, contractors, and volunteers receive GDPR and data protection training as part of their induction and ongoing professional development to ensure personal data is handled lawfully, confidentially, and responsibly at all times.

8. Data Sharing

Personal data is shared only when necessary and appropriate, such as:

- *With local authorities or funders for monitoring, audit, and compliance*
- *With catering teams or activity staff to ensure children's safety, inclusion, and wellbeing*
- *With safeguarding agencies where required by law*

All data sharing is carried out securely and in accordance with GDPR requirements.

9. Data Retention

Personal data is retained only for as long as necessary to fulfil its intended purpose or meet legal, safeguarding, and contractual obligations. When data is no longer required, it is securely deleted or destroyed.

10. Individual Rights

In line with GDPR, individuals have the right to:

- *Access their personal data*
- *Request correction of inaccurate or incomplete information*
- *Request deletion of data where appropriate*
- *Restrict or object to processing in certain circumstances*
- *Withdraw consent where processing is based on consent*

Requests can be made by contacting GWTKV using the details below.

11. Data Breaches

Any actual or suspected data breach will be reported immediately to senior management. Where required, breaches will be reported to the Information Commissioner's Office (ICO) and affected individuals without undue delay, in line with GDPR requirements.

12. Responsibility and Review

Responsibility for data protection and GDPR compliance sits with the Directors of Get With The Kids Vibe. This policy is reviewed regularly and updated to reflect changes in legislation, guidance, or operational practice.

13. Contact

For questions regarding this policy or data protection matters, please contact:

Get With The Kids Vibe

Akile Alexander – 0845 539 0079 info@getwiththekidsvibe.co.uk

Review date: 01/01/2027