



## Drive Lounge Academy Confidentiality and Data Protection Statement

At Drive Lounge Academy we respect the privacy of the children attending and the privacy of their parents or carers. Our aim is to ensure that all those using and working at Drive Lounge can do so with confidence.

We will respect confidentiality in the following ways:

- Parents can ask to see the records relating to their child but will not have access to information about any other children.
- Staff only discuss individual children for purposes of planning and group management.
- Staff are made aware of the importance of confidentiality during their induction process.
- Information given by parents to Drive Lounge Academy staff will not be passed on to third parties without permission unless there is a safeguarding issue (as covered in our Safeguarding Policy).
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions.
- Confidential records are stored securely.

### Data Protection / GDPR

Drive Lounge Academy is registered as a Data Controller under the Data Protection Act 1998 (GDPR from 25th May 2018). To process your booking, we need to collect personal details about you and your children. We will treat it as confidential and keep it secure, complying with all relevant UK legislation.

The Drive Lounge Academy staff are responsible for ensuring the safe storage and access to any confidential documents relating to both parents and children. All staff are aware that the disclosure of any confidential information contravenes the Data Protection Act 1998 (GDPR from 25th May 2018) and any such disclosure may result in disciplinary action.

All parent and child paper information held is stored in a lockable box and accessed only by the Drive Lounge Academy staff, always ensuring confidentiality of information.

Data stored electronically will be password protected and accessed only by Drive Lounge Academy staff.

It is not Drive Lounge Academy Policy to disclose any client data to third parties unless such request is made by legal authorities.