

Data Protection Policy

Policy Statement

At the Harbour Gallery Holiday Workshops we take your privacy seriously and are committed to maintaining the privacy and security of your personal information. The Holiday Workshops are registered with Data Protection.

Policy Aims

- To explain why we need to keep your data.
- To explain how we use and store your data.
- To reassure you that your data is safe.

Principles

- You have chosen to give details of your personal data and I will erase it at any time should you wish it.
- Your data will not be disclosed to a third party.
- You are free to look at your data whenever you wish.

Procedure

- Your email is stored online and used by myself, Christine Witham to send out the Workshop Programme.
- The Programme always includes a reminder should you wish to erase your email from my contacts list.
- I also keep a written register for each session and a master list on paper of emails and other pertinent information that I may need to hand.
- This list is updated regularly and old copies destroyed. This list is always kept safely.

By Law

Under Jersey law parents should provide some information about their child

- Full name
- Date of birth
- Name and address of parent/carer

- Who will collect the child
- An emergency contact number
- Relevant SEN information
- Information on allergies, consequences and treatment with a doctor's letter
- Written permission for a child to go home alone or by taxi.

Christine Witham

16.08.2019