



PRIVACY POLICY

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Act.

GDPR states that personal data should be:

- Processed fairly & lawfully
- Collected for specified and legitimate purposes
- Individuals' data is not processed without their knowledge and is only processed with their consent.

Rocks and Road is committed to protecting the rights of individuals with respect to the processing of children's, parents', and staff personal data. GDPR gives individuals the right to know what information is held about them and provides a framework to ensure that personal information is handled properly.

Rocks and Road is required to collect and manage certain data. We need to know your addresses, telephone numbers, email addresses and next of kin details.

We need to know any Medical requirements/conditions. We are required to provide this information in respect of any Health & Safety situations and the Safeguarding of children.

An individual can make a request to access their data and Rocks and Road will need to provide a response (within 1 month). Rocks and Road can refuse a request, if we have a lawful obligation to retain data but we will inform the individual of the reason for the rejection.

The individual has the right to request the deletion of their data where there is no reason for its continued use. However, Rocks and Road has a legal duty to keep your data for a reasonable time. Data, including photos/video footage will be kept and stored for 3 years.

All paper copies of data are kept in a locked filing cabinet/cupboard. These records are shredded after the retention period.

Access to office computers/laptops is password protected. Any portable data storage used to store personal data such as a USB memory stick is password protected and/or stored in a locked filing cabinet/cupboard.

GDPR means that Rocks and Road must:

- Manage and process personal data properly
- Protect the individual's rights to privacy
- Provide an individual with access to all personal information held on them.