



## PLAYFUL DOSES DRAMA CIC DATA PROTECTION POLICY

### **Policy brief & purpose**

Our Company Data Protection Policy refers to our commitment to treat information of employees, customers, service users and other interested parties with the utmost care and confidentiality.

With this policy we ensure that we gather, store and handle data fairly, transparently and with respect towards individual rights.

### **Scope**

This policy refers to all parties (employees, job candidates, customers, service users, suppliers etc.) who provide any amount of information to us.

### **Who is covered under the Data Protection Policy?**

Employees of our company and its subsidiaries must follow this policy. Contractors, consultants, partners and any other external entity are also covered. Most importantly this covers the personal details of any of our service users data that we hold. Generally, our policy refers to anyone we collaborate with or acts on our behalf and may need occasional access to data.

## **Legitimate Interest**

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing this information are:

We have a legitimate interest in storing email correspondence, which include your email address and your phone number to maintain relevant correspondence regarding our services. We believe that those who correspond with us through email or by phone should reasonably expect us to store your name, phone number and/or email address to maintain contact for as long as our correspondence lasts.

## **What Information We Will Collect**

We will store your name and email address for marketing purposes. However, you have the option to unsubscribe. The information we will collect include notes about the sessions and children's names will be anonymised in any reports. We will therefore not be storing any personal details in these reports.

## **Reasons Why We Collect This Information**

Session notes are collected to help and inform our work as practitioners and for grant funding purposes.

## **Who We Might Share This Information With and Why**

Circumstances where sharing might/will be necessary are as follows:

- Our reflective practitioner – an experienced, qualified and registered psychotherapist who is a source of support in our work with children
- Grant funding bodies
- As part of a legal duty

## **Other Information We Collect**

When you book our sessions we will collect your full name, your child(ren)'s full names and their date of birth(s), email address and your phone number.

Upon your arrival to your first session that you attend with us, we will ask you to complete our Parental Responsibility form where we will ask for your home address, and whether you have parental responsibility of the child. If you do not have parental responsibility, you will be asked to state the full name of the adult with parental responsibility of the child(ren), their home address and phone number.

We will delete this information from our system once the full block of project sessions end.

### **Reasons Why We Collect This Information**

We collect this information as part of our legal duty to safeguard children and adults. Therefore, we are required to collect this information should any safeguarding concerns come to light during our sessions and report them to the Local Authority Designated Officer.

### **Who We Will Share Safeguarding Concerns With and Why**

Should a safeguarding concern arise, we will share your details with the Local Authority Designated Safeguarding Officer, who may follow up on the reported concern to ensure the safety and wellbeing of the child(ren)/adult.

When we work in school and nursery settings, we will share safeguarding concerns with the school's safeguarding lead.

### **How Long Will We Keep the Record of Safeguarding Concern**

If we write up a safeguarding concern, we will store the report until the child(ren) reach the age of 25 years old.

### **Is This Information Used For Any Other Reasons Than Detailed Above?**

No.

## **How and Where This Information is Stored**

Parental responsibility forms will be shredded once data has been transferred to our electronic files which are password protected. The electronic data will be deleted once the block of sessions end.

All session notes will be stored in a lockable filing cabinet.

When our work involves collecting paperwork such as feedback forms we will:

- Only ask for personal details we need and keep it to a minimal.
- Store paperwork in a locked filing cabinet.
- Keep any electronic documents under password protection.
- We will destroy all documents after three years. Safeguarding concerns will be destroyed when the child reaches the age of 25 years old.

## **Photographs/Social Media**

Playful Doses Drama CIC will not post photographs of children's faces on social media. If we wish to post a photograph on social media, of parents/carers, we will seek written consent to do. The parent/carer can withdraw their consent at any time by writing to us at [info@playfuldosesdrama.com](mailto:info@playfuldosesdrama.com).

## **What Happens in the Event of a Data Breach**

In the unlikely event of a data breach we have a duty to inform you and the ICO within 72 hours of it occurring.

## **ICO**

Leia Licorish is the Data Protection Officer and is registered with the Information Commissioner's Office [www.ico.org.uk/register](http://www.ico.org.uk/register).

If you have any concerns about how we are handling your data, then please contact the ICO using this reference number: ZB086636.

This policy is reviewed annually.

This policy was adopted by PLAYFUL DOSES DRAMA CIC on 27th January 2024

Last reviewed by Sandy Beech, Senior Director on 29<sup>th</sup> January 2026.