

WELCOME

TO



North Herts & Beds

FilmClub

CONFIDENTIALITY

POLICY

Confidentiality Policy – Available to agree to during the booking process

Data protection and privacy policy consent form

I have a duty to keep records about you and the children I work with. Written or verbal information will not be shared without permission. No bank details are stored, and I do not have access to these details. The booking system goes through GoCardless payment system.

Records to be kept by me are as follows:

- Personal Information; Parents Name, Parents Email, Emergency Contact Number, Child's First & Last Name, who will be collecting your child or if they need to be taken to after school care. Any child that uses the after-school care facility will be taken personally by myself.
- Medical Information; allergies and special medical requirements & any special needs.
- Details of any accidents and or injuries during the club will be documented to the school and parents at all times.
- Notes taken during sessions: will include any progress that your child may be making, notes for awards, plans for future learning. This assists with the editing also where children may mention a special effect they may require, and these notes are reference during that time.

All written information on paper will be securely stored and information on digital format will be encrypted. Information will be held for a maximum of 2 years after the final lesson, then deleted.

I will also expect confidentiality from all parents/guardians of children in my care.

Parents/Guardians have the right to see all records about their child at any time.

All issues will be discussed with parents in a confidential manner & if needs be, the Head Teacher will be informed. Such information is not shared with office staff.

Please read and tick the boxes to agree with the following statements, then sign at the bottom of the form:

- I understand that The North Hertfordshire & Bedfordshire Film Club will process mine and my child's data in accordance with the privacy policy given above.
- I can withdraw my consent at any time by informing the North Hertfordshire & Bedfordshire Film Club in writing to the email address provided with my welcome pack.
- I have been provided with instructions regarding the complaint's procedure.
- This consent form and any dispute or claim arising out of or in connection with it shall be governed by and construed in accordance with the law of England and Wales and that the courts of England and Wales shall have non-exclusive jurisdiction to

settle any dispute or claim arising out of or in connection with this consent form. .

Date written: 4th June 2022

Date reviewed: 26th November 2023

By completing our booking form, you are agreeing to the above policy.

DETAILS ARE CORRECT AS OF NOVEMBER 2023

Reminder of contact details

Website: [NORTH HERTFORDSHIRE & BEDFORDSHIRE FILM CLUB](#)

Email: hertsbedsfilmclub@gmail.com

Telephone: 07341305131

