



Technology Safety Policy

The club is registered with the Information Commissioners Office (ICO) under the data protection act of 1998.

All personal data will be stored on a computer with a separate log in which will be password protected and on the Manager's personal home computer, not on site.

The club will have a mobile phone on site at all times for emergency use. All personal data will be carried in paper form and not stored on it.

The use of photography will not be allowed without prior consent from parent/carer. If this is the case photos will not be stored on computer but printed for viewing by individual family or Ofsted inspectors.

The club will never publish photographs on any computer website of any form.

At present, there is no internet access for the club.

Computer games and consoles used in club are strictly monitored (see gaming policy) these will have no internet access.

The Manager is responsible for ensuring all her staff adheres to the policy.

In the event of a child having a mobile phone they will not be allowed to activate the camera or any online facilities when under the club's care. Doing so, after prior warning, may result in the phone being confiscated and given to parent/carer at the end of the day.