

# HAMPSTEAD COMMUNITY CENTRE

78 Hampstead High Street London NW3 1RE

020 7794 8313 [hampsteadcommunitycentre@btconnect.com](mailto:hampsteadcommunitycentre@btconnect.com)

[www.hampsteadcommunitycentre.co.uk](http://www.hampsteadcommunitycentre.co.uk)

Hampstead Community Action Ltd. 1270770 Reg. Charity 282089. Ofsted 116323 / EY262532

## GDPR DATA SCHEDULE DOCUMENT 24/04/2019

Description	Details
1. Data Protection Officer contact details	Richard Weaver: DPO Overall responsibility Dittany Bak Olesen: DPO Children's Playcentre 020 7794 8313 <a href="mailto:hampsteadcommunitycentre@btconnect.com">hampsteadcommunitycentre@btconnect.com</a>
2. Subject matter of the processing	<p>Hampstead Community Centre is a community project delivered by Hampstead Community Action Ltd within the London Borough of Camden.</p> <p>The Community Centre provides Out of School Care for children aged 4-12 in its term time After School Playcentre and Holiday Playcentre</p> <p>The service works with children and their parents/carers mainly within the London Borough of Camden.</p> <p>The Community Centre also provides activities and services for Children under 5 and their parents/carers, services for older people and space for hirers.</p>
3. Duration of the processing	The provider will process data for the duration of the contract: Each academic year (September-August), with option to extend.
4. Nature and purposes of the processing	<p>Hampstead Community Centre (HCC) holds information about its service users on a database and in paper form. It regularly updates this information to ensure that it is correct and up to date. The information includes: name, address, telephone number, email, gender, age, ethnic origin, disability, sexuality, religion, and any relevant information regarding the individual's health and wellbeing.</p> <p>The information is collected via paper registration forms, surveys, emails, by post and in person.</p> <p>Employment records, Disclosures and information is held for all staff, volunteers and trustees and has a duty to provide HMRC with personal data for tax and pension purposes.</p> <p>HCC holds this information in order provide a full and supportive service to its users. Holding the</p>

	<p>data also helps to keep staff and service users safe. When necessary, HCC will disclose information to statutory services for safeguarding purposes and other agencies for the purposes of providing social care.</p> <p>HCC is able to communicate personal information securely via encrypted Egress emails. HCC takes measures to protect the data it holds; for example, there is controlled access to the main office via a locked door and files are also kept locked in the playcentre securely with restricted access. Passwords are only given to members of staff whose job requires them to have access to service users' data. Data protection is covered in the staff induction and discussed in supervision when necessary. Staff are given training on keeping records safe and secure.</p> <p>The service does not share users' information with third parties unless it has the explicit consent of the data subject to do so. When the service communicates service updates with commissioners, all data is anonymised.</p>
<p>5. Categories of Data Subject</p>	<p>Service users (including children and parents/carers)  Members of the public  Staff  Trustees  Volunteers</p>
<p>6. Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data</p>	<p>Information about service users will be held for as long as is relevant, plus 5 years. Information will be considered relevant for at least the length of the contract.  New information is required when returning to the service.</p> <p>A record of any incidents involving service users, staff, volunteers or trustees will be held for 5 years from the date of the incident.</p> <p>Data held about service users, staff, volunteers or trustees is destroyed by deleting their file on the database.  Paper forms are shredded.  Emails are deleted.</p>