



CONFIDENTIALITY & DATA PROTECTION POLICY

Film'sCool (operated by McMaster Films)



SAFE

Young people come first.



RESPECTFUL

We listen, value and treat everyone fairly.



CREATIVE

We inspire, develop and have fun.



OUR VENUE

Williamsburgh Primary School, Paisley.



WE OPERATE UNDER A LETTING ARRANGEMENT WITH

Renfrewshire Council / OneRen and follow all their policies, procedures and site rules.



OUR COMMITMENT

We respect privacy and protect personal information. We only use it for the right reasons and keep it safe and secure.



WHO THIS POLICY IS FOR

This policy applies to all staff, volunteers, young leaders, visitors, contractors, parents/carers and young people involved in Film'sCool activities.



REVIEW

This policy is reviewed annually or sooner if there are changes in law or guidance.

1. Confidentiality

We respect the privacy of children, families and staff. We only share information when we have a good reason to.

We will:

- Keep information private and secure.
- Only share information to keep a child safe or with permission.
- Tell you if we are sharing something confidential.

2. Data Protection

We follow data protection laws. We will:

- Collect only the information we need.
- Use it for the right reasons.
- Store it safely and keep it up to date.
- Delete it when we no longer need it.



If we need to share information to keep someone safe, we will always do the right thing.

3. What Information We Collect



Personal details (name, date of birth, contact information)



Emergency contact and medical details



Photos and videos (with consent)



Attendance and participation information



Other information needed for activities

4. How We Use Information

We use information to:

- Deliver safe, fun and high quality activities.
- Keep records for emergency and safeguarding.
- Communicate with parents/carers.
- Improve our programmes and services.



We only use information for the reasons we collected it and in a fair and lawful way.

5. Keeping Information Safe



We store information securely.



Only authorised people can see personal information.



Digital information is protected with passwords and encryption.



We keep information only as long as we need it.



We follow strong security practices at all times.



Paper records are kept in locked storage.

6. Your Rights

You have the right to:

- Know what information we hold about you.
- Ask to see your information.
- Ask us to correct any mistakes.
- Ask us to delete information when we no longer need it.



To ask about your information, contact John McMaster (Responsible Person).

