



## Consents for Children and Young People

In order to maintain the data we hold for children and Young People, we use ChurchSuite (a commercially available software package designed for use by churches). This allows us to hold the data securely and process it efficiently, and in accordance with the legal requirements of GDPR. **We need parental consent to hold such data on behalf of a child/young person.**

### For children who attend our regular activities

We use the functionality of ChurchSuite to maintain data about each child/young person. This allows parents to:

- know what we hold about a child/young person
- keep it up to date

So, we email parents a Consent request at various times:

- Shortly after a child/young person has attended one of our regular activities for the first time and plans to come back
- Annually in August, to check that the data is still valid for the next session of activities. This is referred to as “Ongoing Consent”
- Shortly before a Residential Activity a child/young person is booked to attend, to ensure the data is current

Parents can also request Ongoing Consent at any time to reflect changes in the child’s circumstances (e.g. Change of Address, Emergency Contacts, Medical details, etc.).

Using the link on the email, parents can view and edit the information, which includes:

- Basic information about the child (Name, DoB etc.)
- Contact details for parents/carers
- School attended
- Medical Conditions, Allergies, Dietary Requirements and/or Mobility Challenges
- Emergency Contacts
- Consents for taking/using the child’s image or not
- Parental Consent for us to hold the information and confirmation of permission to attend/continue attending

Guidance for the Ongoing Consent Form is available at [www.woodhill.org.uk/privacy-policy](http://www.woodhill.org.uk/privacy-policy) - select the **Ongoing Consent Guidance** document.

### Children/young people who don’t attend our regular activities

For children/young people who attend an activity on a one-off basis, we maintain only the data provided on the relevant booking form for the activity using the forms functionality in Church Suite. For Residential activities, we send the parent a Consent form, so we have essential current medical and emergency contact information.

Once the activity has been completed, we email parents asking if we should retain the data to advise them of similar events. If parents agree, we retain the data submitted. If parents do not want this, we delete the child/young person’s data.