



Accredited Member of The National Association of Child Contact Centres

Littlehampton Baptist Church
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Data Protection Policy

Littlehampton Child Contact Centre needs to collect, process, use and retain personal data to enable us to provide our services. We will ensure that we adhere with all principles of data protection, including

- lawfulness, fairness and transparency
- purpose limitation
- data minimisation
- accuracy
- storage
- integrity and confidentiality (security)
- accountability
- is registered with the Information Commissioners Office.

Individuals have the right to obtain:

- confirmation that their data is being processed
- access to their personal data
- other supplementary information (this largely corresponds to the information provided in the privacy notice)

Littlehampton Child Contact Centre also has:

- processes to ensure that the personal data it holds remains accurate and up-to-date
- a process to securely dispose of personal data that is no longer required or where an individual has asked for it to be erased
- procedures to respond to an individual's request to restrict the processing of their personal data
- procedures to handle an individual's objection to the processing of their personal data
- processes to identify, report, manage and resolve any personal data breaches

How long will we keep your information?

File Type	Retention Period
HR files Volunteer application forms and references	3 years after volunteering ceases
Disclosure and Barring Service Certificates (formerly Criminal Records Bureau disclosure certificates) obtained as part of the vetting process.	The actual disclosure form must be destroyed after 6 months. However it is advisable that organisations keep a record of the date of the check, the reference number, the decision about vetting and the outcome.
Referrals, with court orders or CAFCASS involvement, pre- visit forms, attendance records	Securely disposed of 3 years after last attendance at LCCC unless a safeguarding or child protection issue
Self-referrals with NO court order or CAFCASS involvement, pre- visit forms, attendance records	Securely disposed of 3 years after last attendance at LCCC unless a safeguarding or child protection issue
Information relating to volunteers not covered above	Securely disposed of 3 years after last volunteer session at LCCC
Accident books and paperwork relating to safeguarding or child protection issues about a specific child	Should be kept indefinitely as children can request this information up to the age of 25 years from Local Authorities.

(These are all included in the Privacy Policy.)

Littlehampton Child Contact Centre does not have automated processes which would allow individuals to move, copy or transfer their personal data from one IT environment to another.

Reviewed and approved: August 2026
Due for review on or before: August 2027