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## Privacy Notice

Thank you for trusting us with some information about you. We take that trust seriously and we want you to know how we use your information and why.

### 1. WHO IS HOLDING YOUR INFORMATION?

<b>Name</b>	Just Say Parent Carer Forum
<b>Company Registration Number if applicable</b>	N/A
<b>Email address</b>	Justsaybdforum@gmail.com
<b>Data Retention Period(s)</b>	Seven years for finance-related data, and until otherwise advised re newsletters and distribution lists
<b>Card and payment processor (3<sup>rd</sup> party) names and their security policy links</b>	N/A
<b>Cookie policy</b>	Yes
<b>Third parties we share information with</b>	None
<b>Person responsible for data within our business: name and contact information</b>	Steering Group members
<b>Our data regulator contact details are:</b>	<a href="https://ico.org.uk">https://ico.org.uk</a>
<b>Date this Policy last updated</b>	23.6.2022

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## 2. WHOSE INFORMATION DO WE COLLECT?

We process information about:

"Members"	contacts who have consented to join our mailing list because they are parents or carers of a child or young person with SEND who is living or accessing services within Barking and Dagenham
"Friends"	contacts who are provide partner services to Forum members, and contacts who wish to stay updated with information on the activities of the Forum.

## 3. OUR POLICY

We promise respectful treatment of the personal information of everyone we have contact with. We want it to be simple and clear.

This Policy explains how we do that – when and why we collect information, how we use it, the situations when other people can see or use it, and how we keep it secure.

**We don't sell, rent, or trade email lists with anyone else.**

### SECTION A: FOR EVERYONE

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#### A.1. OUR GENERAL APPROACH TO PERSONAL DATA

We're committed to protecting your privacy and honouring your legal rights to control how we use your personal data.

We only collect and use personal data when we need to

- because you have asked us to do something (for example, send you newsletters).
- so that we can reply to queries or complaints.
- to develop and manage our relationships.
- to provide services to members.
- to meet our legal obligations.

We try to make sure the information we hold is accurate and up to date and is no more than we need to have.

#### A.2. CATEGORIES OF DATA

The types of information that we will be processing depend on the nature of our relationship with you.

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In all cases, we will have what identifying and communication information that is relevant and that we can sensibly obtain: that is, your name, email address, your phone number, or the organisation you represent.

If you have any questions or concerns about our use of your information, or how we have responded to any request about your personal data, please take it up in the first instance by emailing us at the above address.

### **A.3. SOCIAL MEDIA**

We have an active presence on social media. If you are using social media they are holding and using your information in accordance with their data privacy policy.

If you 'like' any of our posts or 'follow' us or contact us on social media we keep a record of that. Your replies to us, messages you send us, and your other activity linked to our posts may be seen by members of the Steering Group.

### **A.4. NO SALE OR EXCHANGE OF YOUR DATA**

We do not sell or exchange your personal data with organisations who may want to sell you something or use your data for research or other purposes.

### **A.5. HOW LONG DO WE KEEP YOUR DATA FOR?**

Your information will be kept for the length of time set out in our retention period (see Section 1, Table, above).

If you subscribed to a newsletter or updates list, you will remain on the list(s) you joined until you unsubscribe from that list.

### **A.6. WANT TO SEE WHAT WE HOLD ON YOU?**

If you want to know what information we have about you (if any) email the address above and give us your name, email address(es). We may require you to confirm your identity before proceeding.

Provided we can legitimately disclose the information to you, we will happily do a search and send you screenshots of what we have.

### **A.7. WHAT ARE YOUR RIGHTS**

You have the right to know what information we are collecting on you, and to amend it if it is inaccurate.

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If you feel for some reason we have information we should not be keeping, or it is out of date or otherwise wrong, please let us know and we will take appropriate action.

You have a "right to be forgotten" - but that does have some legal limits to it. If you want us to remove information about you, let us know.

#### **A.8. OUR LEGAL BASIS FOR PROCESSING YOUR DATA**

The information we hold is based on our needing the information to run our group and provide our services – either so we can perform our contract with you, or because we have a legitimate business interest in processing your data. We anonymise all data for reports to our grant funders.

#### **4. COMPLAINTS**

If you have a complaint about the way we are handling your information or how we have responded to a request for information or removal, you can take this up in the first instance by emailing us at the email address set out above.

If we can't sort it out, the relevant supervisory authority details can be found on the form above.

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