

Participant Privacy Statement

1. How we use your personal data

We are committed to protecting your personal data. The data we collect from you includes that submitted by you on the registration form, details of your attendance at Carney's sessions, and occasional feedback from you about our services.

We will use your sensitive personal data (that is the data you completed in the registration form) for the purposes of providing our services to you or if we need to comply with a legal obligation. We will use your non-sensitive personal data to (i) register you as a new client, (ii) to manage our relationship with you, (iii) to occasionally update you with information about Carney's Community sessions e.g. cancelled sessions. Our legal grounds for processing your data in relation to points (i), (ii) and (iii) above are for performance of a contract with you.

We will not share any of your details with third parties for marketing purposes.

2. Disclosure of your personal data

We may have to share non-sensitive and sensitive personal data with (i) other professionals/agencies where we are working in partnership with them to engage and support specific young people with specific needs, (ii) staff/coaches for the purpose of ensuring safeguarding of young people and safe practice during our sessions. All information (both sensitive and non-sensitive) is treated as confidential and only shared where a 'need to know' basis has been established.

Personal data is disclosed to third parties in an anonymised format (so that individuals can no longer be identified from such data), to provide evidence of Carney's Community's work, reports to funders, Trustees and other interested parties, and to make funding applications. Data in this anonymised format may be used indefinitely without further notice to you.

We require all of these third parties to whom we transfer data to respect the security of your personal data and to treat it in accordance with the law. They are only allowed to process your personal data on our instructions.

3. International transfers

Data provided on this form is not shared internationally.

4. Data security

Protecting your data is important to us and we have put in place security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We also limit access to your personal data to employees, and/or other third parties who have a business need to know such data. They will only process personal data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal data breaches and will notify you and any applicable regulator of a breach where we are legally required to do so.

In certain circumstances you can ask us to delete your data. See the section entitled 'your rights' below for more information.

5. Data retention

We will only keep your personal data for as long as is necessary to fulfil the purposes for which we collected it. We may retain your data to satisfy any legal, accounting, or reporting requirements.

You have the right to ask us to delete the personal data we hold about you in certain circumstances. See section 6 below

6. Your rights

You are able to exercise certain rights in relation to your personal data that we process. These are set out in more detail at: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights>

In relation to a Subject Access Right request, you may request that we inform you of the data we hold about you and how we process it. We will not charge a fee for responding to this request unless your request is clearly unfounded, repetitive or excessive in which case we may charge a reasonable fee or decline to respond.

We will, in most cases, reply within one month of the date of the request unless your request is complex or you have made a large number of requests in which case we will notify you of any delay and will in any event reply within 3 months.

If you wish to make a Subject Access Request, please send the request to Alice Milton-Doyle, Carney's Community, 30 Petworth Street, London SW11 4QW or email info@carneyscommunity.org marked for the attention of the Data Protection Officer.

7. Keeping your data up to date

We have a duty to keep your personal data up to date and accurate so from time to time we will contact you to ask you to confirm that your personal data is still accurate and up to date.

If there are any changes to your personal data (such as a change of address) please let us know as soon as possible by writing to or emailing the addresses set out in section 6 above

8. Complaints

We are committed to protecting your personal data but if for some reason you are not happy with any aspect of how we collect and use your data, you have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk).

We should be grateful if you would contact us first if you do have a complaint so that we can try to resolve it for you. Please contact the Data Protection officer, at: info@carneyscommunity.org

We may change this Privacy Notice from time to time and shall notify you of any changes.