



Cumbria Parent Carer Forum

Privacy Notice

Cumbria Parent Carer Forum (CPCF) is committed to protecting and respecting your personal information. We are registered with the Information Commissioner's Office and act as a Data Controller (GDPR Regulations 2018).

This Privacy Notice should be read in conjunction with the full Data Protection Policy, which can be found here: www.cumbriaparentcarerforum.org.uk

Personal information that we collect –

- We may collect, store and use the following information:
About you Name, address, telephone numbers, email address, ethnicity, access requirements, meetings/events attended
- About your child/children Date of birth, disability/special educational needs

How will we collect information?

- Information that you provide by filling in forms. This includes information provided on membership forms, Max Card applications and event booking forms completed in hardcopy or online
- If you make an enquiry in person, by email, telephone, Facebook or Twitter we may keep a record of that enquiry
- We may ask you to complete surveys/consultations that we use for evidence gathering and research
- Details of any transactions you carry out with, including donations
- Usage data for our website, email, Facebook and Twitter accounts

How we use your personal data

- To administer our membership database
- To inform you of news, events, activities and resources
- To deliver services e.g. workshops and events
- To contact you via surveys/consultations
- To fundraise and promote the interests of CPCF
- To correspond with you on matters you raise with us

What is the legal basis for processing your personal data?

- Your data is processed because it is necessary for our legitimate interests. We will always take into account your interests, rights and freedoms.

- Some of our processing is necessary for compliance with a legal obligation.
- We may also ask for the consent of the data subject (members and service users) so that we can keep you informed about news, events, activities and resources and to process donations.

Sharing your personal data

We will **NOT** pass your personal information on to any third parties unless you request us to do so, except if there is a safeguarding issue or legal requirement to do so under legal or regulatory requirements. We will notify you before we do this, unless we are not allowed to do so legally.

How long do we keep your personal data?

- We keep membership information until your youngest child with special educational needs and/or disabilities is 25 unless stated otherwise.
- All other personal information including enquiries, correspondence and transactions will be kept for no more than 6 years.

Your rights and your personal data

You can contact us at any time (cumbriaparentcarerforum@gmail.com)

- Request to see, change and delete the information we hold about you
- Change your personal preferences for receiving communications from us by post, email, phone or text

You have the right to complain to the Information Commissioner's Office.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Notice, then we will contact you to seek your prior consent to the new processing.

Data security

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. We will take reasonable technical and organisational precautions to store, process and transport all personal information you provide in a secure manner.

Changes to privacy notice

We reserve the right to update this privacy notice at any time. We may update this privacy policy by posting a new version on our website at any time. You should check this page occasionally to ensure you are familiar with any changes.