

## **RUTLAND ROTARACT FAMILY SUPPORT CENTRE (RRFSC)**

### **PRIVACY POLICY**



RRFSC is a registered charity (1111691) which aims to provide support to children and young people with SEND and their families.

In order to comply with the Data Protection Act and the General Data Protection Regulation (GDPR, May 2018) we have to provide you with information about the personal data you give to us.

This policy sets out how RRFSC uses any personal data you provide to the charity.

The administrator for RRFSC is the data controller in respect of the personal data you provide. You are the "data subject".

#### **What personal data do we collect from you?**

We will ask you to supply certain contact details (your name, your child(ren)'s name(s), postal address, e-mail address and telephone number. We need this information so that we can identify you and provide a service to you and your family.

We will only process information that is necessary to establish and maintain support and to provide or administer activities.

The information collected about and on behalf of a child using our services is required to set up their activities. We also need to collect parent/carer details in order for them to manage those activities on their child's behalf.

We may also collect information when you voluntarily complete surveys, provide feedback and participate in consultations.

We will keep personal information to the minimum necessary and delete it when we no longer need it.

#### **How do we use your personal data?**

The personal data you provide will be used to maintain contact with you, including, but not exclusively, sharing information which we believe may be of interest to you, such as RRFSC newsletters and information about forthcoming activities or events.

If you or your child wishes to be involved in one of RRFSC's activities your information will be used to send you information relating to this activity and we may request feedback on the activity.

We will only share your information with people and organisations necessary to carry out the charity's activities, e.g. riding or swimming. We will share your contact details where these may be needed as an emergency contact.

Your personal data will not be used for any other purpose, or shared with any other individual or organisation, without your prior consent unless it is required by law.

### **How long will personal data be kept?**

We will only keep personal information while the individual is a member or supporter of RRFSC or for as long as necessary for member/supporter administration.

### **Security**

We will take all steps reasonably necessary to ensure that your personal data is treated securely and in accordance with the Privacy Policy, but we cannot accept responsibility for any unauthorised access or loss of personal data that is beyond our control.

### **Your rights as a data subject**

As a data subject you have certain legal rights including:

- The right to access the personal data held about you
- The right to ask us not to process your personal data for marketing purposes
- The right to withdraw at any time any consent you have previously given us relating to the use of your personal data
- The right to ask us to rectify inaccurate personal data about you
- The right to ask for the restriction of personal data concerning yourself that is inaccurate, unlawfully processed or no longer required.
- The right to ask us to delete the personal data we hold about you

## **Changes to this Privacy Policy**

We reserve the right to review this Privacy Policy from time to time and make changes as required by law or deemed necessary for the purposes of the charity.

This Privacy Policy was last updated in May 2018.

## **How to contact us**

If you have any comments, complaints, questions or requests regarding our use of your personal data, or wish to delete your personal data from our records, please contact us by e-mail to: [rfsc@hotmail.co.uk](mailto:rfsc@hotmail.co.uk)

Or write to us at the following address:

RRFSC,  
Rutland Community Hub,  
Lands' End Way,  
Oakham,  
Rutland,  
LE15 6GF.