



## Parent Buddies GDPR Privacy Notice

Parent Buddies CIO is committed to protecting your privacy. This Notice contains our privacy policy and explains who we are; what information we collect, and how we collect it; why we use it; the limited circumstances in which we may disclose it; how we keep your information safe; and how long we retain it.

We will never sell your personal data, and you always have the right to request a copy of our records of your personal data, and to request that we amend or delete your personal data.

### Definitions:

**“Local Community”**: the geographical location of The Partner

**“Parent Buddies Service”**: One to one listening and signposting for parents/carers

**“Parent Buddies Service Managers”**: appointed managers for each Parent Buddies Service

**“Parent Buddies Volunteers”**: appointed volunteers who meet the relevant requirements to be a Parent Buddy

### 1. Who we are:

Parent Buddies is a Charitable Incorporated Organisation (CIO)

Registered Charity Number 1185110.

The core purpose of Parent Buddies CIO is to train **“Parent Buddies Service Managers”** and **“Parent Buddies Volunteers”** in local churches and organisations, equipping them to deliver the Parent Buddies Service in their **“Local Community”**

Churches and organisations are responsible for managing their own **“Parent Buddies Service”**. This involves recruiting **“Parent Buddies Volunteers”**; matching **“Parent Buddies Volunteers”** with parents/carers who have been either referred to the service or who have self-referred; and supervision of **“Parent Buddies Volunteers”**.

For the purposes of the General Data Protection Regulations (“GDPR”), Parent Buddies CIO is the data controller of personal data held by Parent Buddies CIO; and churches/organisations are responsible for the personal data they hold in relation to the **“Parent Buddies Service”** they are running in their locality.

If, after reading the rest of this Privacy Notice, you have any further queries please contact us:

by email: [parentbuddies@gmail.com](mailto:parentbuddies@gmail.com)

You can also find information on data protection and privacy at [www.parentbuddies.co.uk](http://www.parentbuddies.co.uk)



## **2. What information does Parent Buddies CIO collect?**

- 2.1 Parent Buddies CIO collects names, addresses and contact details (email address, telephone number) of parents/carers who make enquiries via the website, or have requested to be referred to a local **“Parent Buddies Service”**.
- 2.2 Parent Buddies CIO additionally collects contact details of churches and other organisations.
- 2.3 If you give your personal data at an event, Parent Buddies CIO will also ask you if you consent to the use of your image (photograph, video) or your comments for Parent Buddies publicity (on paper, online or on social media). You can choose to refuse consent, or to give limited consent (eg specify which medium(s) can be used, ask that your name is not mentioned).
- 2.4 For churches/organisations: we request information relating to financial transactions (for example, bank details). See below for information about how long we retain that information.
- 2.5 The Parent Buddies website uses cookies to help it work well for you, and to track statistical information about the use of the website. You can view our Cookies Policy, and the type of cookies used, at the foot of this Privacy Notice

## **3. How does Parent Buddies CIO collect personal data?**

- 3.1 The personal data we hold comes mainly from sign-up forms (on-line, via the website, or on paper at events) or correspondence by phone, email or letter.
- 3.2 It may also come from legal and publicly available sources, such as a church’s /organisation’s website.
- 3.3 Additionally, cookies give us information about use of the website.

## **4. Why does Parent Buddies CIO process personal data?**

The aim of Parent Buddies CIO is to train volunteers in local churches and organisations to deliver a **“Parent Buddies Service”** in their **“Local Community”**. Churches are responsible for recruiting **“Parent Buddies Volunteers”** and matching **“Parent Buddies Volunteers”** with parents/carers, and for managing their own **“Parent Buddies Service”**.

In order to fulfil the aims of Parent Buddies CIO, we need to collect and use contact details of individuals, either in their formal capacity (as an employee or as a volunteer attached to a church or similar organisation) or on their own behalf (as parent/carer who would like to be referred to a **“Parent Buddies Service”** near them)

## **5. Churches/ organisations**

- 5.1 Personal data belonging to churches/ organizations is held by Parent Buddies CIO on a mailing list of contacts. These are used for the purpose of marketing, general news, and for sending out more specific information which might be of interest to those in a particular location, such as invitations to an event.
- 5.2 We may use stored data, if we have contacted a particular church/organisation before, or publicly available data from the church’s website.
- 5.3 We hold personal data for our own personnel, for the purpose of running our organisation and fulfilling the purpose of Parent Buddies CIO.
- 5.4 We process personal data in these ways on the basis of our legitimate interest in furthering the aim of the Parent Buddies CIO. As we do so, we attempt to balance our needs with the needs of our service users for privacy. For example, when we contact a particular church/ organisation for a specific purpose, we record their response so that our future contact with them is in accordance with the wishes of that organisation.



## 6. Parents

- 6.1 When parents/carers contact Parent Buddies CIO via our website to ask to be referred to their local **“Parent Buddies Service”**, we then pass on the parent’s contact details to a relevant **“Parent Buddies Service”** who will then contact the parent/carer.
- 6.2 Parent Buddies CIO hold the personal data of the parent making an enquiry. This information is deleted as soon as the enquiry has been answered and the referral has been completed.
- 6.3 The church/organization running a **“Parent Buddies Service”** is required to comply with the GDPR law and has agreed within in a formal contract (Parent Buddies Partnership Services Agreement) between Parent Buddies CIO and the church/organization, to store the parent/carer’s contact details privately and confidentially until the formal relationship between a **“Parent Buddies Volunteer”** and the parent/carer has finished. Parent/carer’s contact details will then be destroyed securely, unless the parent/carer gives permission for their details to be stored by the church/organization, for other purposes. (e.g. newsletter, marketing of future events)
- 6.4 Any comments, feedback provided by parents about the impact of the service will only be used by Parent Buddies CIO with written consent from the parent (using post-Impact Measurement Forms).  
This information will be anonymized and used for the purposes of marketing, obtaining funding and improving the service.

We will only use your personal information in a way or for a purpose that you would reasonably expect of a charity delivering services to parents. If, in future, we see the need to extend our use of your personal data, we will seek your consent in writing.

## 7. Who has access to personal data?

- 7.1 Your personal details are shared for the purposes listed above. The people with access to your data are solely those who need it in order to fulfil their responsibilities within Parent Buddies CIO and as the Parent Buddies service provider.
- 7.2 We will never share data with another organisation for their own purposes and will never sell personal information for any reason whatsoever.
- 7.3 We use MailChimp to send out news and prayer letters. For more information, please view MailChimp’s privacy policy for Members and for Contacts  
<https://mailchimp.com/legal/privacy/>
- 7.4 We also use Google Analytics to analyse data arising from the way in which people use our website. For more information, go to  
<https://support.google.com/analytics/answer/6004245?hl=en>
- 7.5 Data-sharing with third parties may also occur in these limited circumstances:
- Processing a financial transaction with, for example, a bank
  - Where required by law or regulation

## 8. How does Parent Buddies protect data?

Parent Buddies CIO takes the security of your data seriously and has internal policies and controls in place to keep data up to date, to store it, and to destroy it securely. It also takes reasonable precautions to prevent loss, misuse or unauthorised access and disclosure.



## **9. For how long does Parent Buddies CIO keep personal data?**

- 9.1 The Parent Buddies CIO relationship with churches/organisations is generally long-term, so we keep personal data for as long as we need it to maintain that relationship, or to meet any legal or regulatory obligations.
- 9.2 Parent Buddies CIO also hold the personal data of the parent/carer making an enquiry. This information is deleted as soon as the enquiry has been answered and the individual has been referred to a local **“Parent Buddies Service”**.
- 9.3 In the case of financial data, we will only store that information for as long as it is necessary to complete a specific transaction such as a payment to a bank. In the case of Gift Aid, we keep records for 6 years after the last transaction, plus the accounting year. When we no longer need the information, or you require us to delete it, we will dispose of it securely.

## **10. What if you do not provide personal data?**

If you do not provide your personal data, we will not be able to process any enquiry you make.

## **11. Automated decision-making**

Apart from cookies on the website, Parent Buddies does not use automated decision-making or profiling.

## **12. Your rights**

Under the General Data Protection Regulations, individuals for whom there are records containing personal data are known as “data subjects”. Parent Buddies CIO treats churches and other organisations as data subjects because it’s records include the names and telephone numbers of individuals working for those organisations.

Under these regulations, you have the right to

- Obtain a copy of your own personal data, as held by Parent Buddies CIO
- Request that Parent Buddies CIO rectify incorrect or incomplete personal data
- Request that Parent Buddies CIO delete your personal data
- Request that Parent Buddies CIO stop processing your personal data (temporarily or permanently)
- Where Parent Buddies CIO is relying on its legitimate interest as the legal ground for processing data, object to the processing of your personal data.

If you would like to exercise any of these rights, please contact Parent Buddies CIO:

by email: [parentbuddies@gmail.com](mailto:parentbuddies@gmail.com)

If you believe Parent Buddies CIO has not complied with your data protection rights, you can lodge a complaint with the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk))

## **13. Cookies Policy**

Cookies are small pieces of digital information saved by your computer or mobile device when you visit a website. They enable the website to remember your device’s identity, which both enhances your experience of the website, and enables us to see, for example, how many visitors we have and which pages they view, so we can improve the website’s effectiveness.



We are advised that these are the cookies our website itself uses. This table gives their names and their effect, so that you can choose which ones (if any) you want to disable in your browser.

Cookie Name	Purpose
CONCRETE5	A session tracking cookie, used to know when a user repeatedly visits the site.
PHPSESSID	PHP session tracking cookie, used to know when a user repeatedly visits the account area of our website.
mobileRedirectDisabled	A cookie used to help detect if the website is visited by a mobile device and should redirect to a mobile specific website.
ie6_continue	A cookie used to remember if the visitor is using the IE6 web browser so we provide specific functionality compatible with this browser.
browsernotice	Used to detect if a specific warning message has been shown for some older web browsers.
hiddenbar	Used to determine if a hidden page bar within the CMS should be visible or not.

#### Third Party Cookies – Google Analytics

Google Analytics also use cookies. These cookies collect information in anonymous form, including the number of visitors to our site, their route to our site and the pages they visit on our site. PB uses this data to help us improve our site. These cookies do not contain information which is personal to you.

For Google privacy information, follow this link:

<https://support.google.com/analytics/answer/6004245>

If you decide that you do not want your data to be collected for analysis, the Google add-on described here disables Google Analytics from using your data. Click on this link:

<https://support.google.com/analytics/answer/181881?hl=en-GB>

This policy will be reviewed annually by the Parent Buddies CIO Chair of Trustees and approved by the Board of Trustees. It will also be reviewed in response to changes in relevant legislation, contractual arrangements, good practice or in response to an identified failing in its effectiveness.

Created: April 2019

Review date: Aug 2020

Please revisit it each time you consider sharing your personal data with us.

