

PARENT BUDDIES PRIVACY POLICY

Our Contact Details

Name: Parent Buddies CIO, Registered Charity number 1185110

E-mail: info@parentbuddies.co.uk

The type of personal data Parent Buddies collects

We collect and process the following information:

- Personal identifiers, contacts, and characteristics (for example name and contact details)
- Financial information in relation to processing donations and collecting fees/donations from partner churches/organisations

How and Why does Parent Buddies collect personal data?

The personal data we hold comes directly from an individual via sign-up forms (on-line, via the website, or on paper at events) or correspondence by phone, email, or letter and may be for one of the following reasons:

- To send you newsletters and information on current Parent Buddies Events
- To signpost to one of our Partners for you to access the Parent Buddies Service
- To provide you with information you have requested
- To process and thank you for your donations and/or help you to fundraise for us
- To engage with you as a potential partner
- To process a referral
- To train, equip and train you as a partner church/organisation as you deliver the Parent Buddies Service
- To evaluate the impact of the Parent Buddies Service through parent and volunteer surveys
- To support the recruitment process, for volunteers and employees
- To keep your records up to date

It may also come from legal and publicly available sources, such as a church's /organisation's website.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- Your consent. You can remove your consent at any time. You can do this by contacting us – please see details below.
- We have a legitimate interest.

For how long does Parent Buddies keep personal data?

We keep personal data on secure servers and for as long as we need it to maintain relationships, or to meet any legal or regulatory obligations. We will securely delete information that is no longer needed. We only retain your data further in case of any legal claims/ complaints and safeguarding purposes.

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.

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.

Who has access to personal data?

Your personal details are shared for the purposes listed above. The people with access to your data are solely those who need it to fulfil their responsibilities within Parent Buddies CIO and as the Parent Buddies service provider.

We will never share data with another organisation for their own purposes and will never sell personal information for any reason whatsoever.

We use Wix Emails marketing tool to send out news and prayer letters. For more information, please view Wix's privacy policy here: <https://www.wix.com/about/privacy>

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>

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 for example safeguarding

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

- Access – Obtain a copy of your own personal data, as held by Parent Buddies CIO
- Rectification – Request that Parent Buddies CIO rectify incorrect or incomplete personal data
- Erasure - Request that Parent Buddies CIO delete your personal data
- Restriction of processing – Request to restrict the processing of your information in certain circumstances
- Object to processing - Request that Parent Buddies CIO stop processing your personal data in certain circumstances
- Data Portability – Request that Parent Buddies CIO transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

If you would like to exercise any of these rights or have any queries of complaints, please contact Parent Buddies administrator by email: info@parentbuddies.co.uk

If you believe Parent Buddies has not complied with your data protection rights, you can lodge a complaint with the Information Commissioner's Office by contacting them on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

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