**Privacy Notice for Members and Service Users**

**The type of personal information we collect**

As a member or service user with Taunton Home Education we may ask you to provide certain personal information (data) about yourself in order that we can provide our services to you. We currently collect and process the following information:

* Full name, names of children, a contact telephone number and email. (We do not collect addresses routinely on sign up only when you have requested documents to be posted to you.)
* Whether or not you have agreed for photos/videos to be taken of your child/ren and added to the website /facebook page.
* Any critical information which you wish us to have – e.g food allergies – or essential information which is needed in order for you and your child to participate in an activity safely.
* Records of any payments or donations you make to Taunton Home Education.
* Record of any accidents you or your child have while at a Taunton Home Education meet up, class or event.

If you sign up for the Duke of Edinburgh Award scheme for your child you will additionally need to provide full name of child, address, date of birth and – if you require adjustments details of any medical needs, impairments or disability.(This information is shared only with the Licensing Organisation).

For a Channel Adventure Outdoor Activity Day or similar with another trusted provider you will need to provide full name of child, emergency contact info, gender of child, details of any medical needs. (This information is shared only with the Activity Provider).

If you need our advocacy to help resolve a problem you are having with an external organisation – e.g. Education Safeguarding who deal with Elective Home Education at Somerset County Council – you may need to provide us with additional personal information so that we can assess how best to support you. You will need to give us explicit permission to use this information solely for the purpose of providing advocacy and it will be treated as strictly confidential.

Volunteers/Management Committee:

* Full name, address, telephone number (including mobile) and email.
* Whether you have a current DBS check.
* Record of any accidents you have had while undertaking voluntary work forus.

Please note our Facebook Groups are all set to private. Please do not share any information from any of the groups outside the groups without seeking permission from Admins.

Also note when we send an email to all members/service users or a segment there of we use blind copy so no one else has your email address.

**How we get your personal information and why we collect it**

The personal information we process is provided to us directly by you in order that we can provide our services to you.

We use the information that you have given us in order to keep in touch with members: notify you of and enable you to access and take part in meet ups/classes/activities/events, consult you on group business and activities and update you on our work.

**Processing your personal information**

The law requires us to tell you the basis on which we process your data.

Where we are providing services to you at your request or communicating with members, the law permits us to process your data if it is in our and your legitimate interest (i.e. used in a way you would expect the data to be used) but only so long as we need to.

**Protecting your personal information**

Your information is securely stored on a password protected electronic file with one hard copy kept in a locked drawer at Weir Lodge, 83 Staplegrove Road, Taunton TA1 1DN. Only specific authorised members of the Management Committee have access to the data we hold on you.

If you ask for another member’s contact details we will ask that member first whether they are happy for us to pass them on or suggest they contact you direct.

Committee members email and phone numbers may need to be shared within the Committee only so members of the Committee can contact each other.

We will never share your data with third parties for marketing purposes.

We do not share your data with anyone else or any other organisation unless it is necessary for the purpose for which you have given us the data or we are legally required to (e.g. in an emergency we may share your data with emergency services, NHS, social services).

**Retaining your personal information**

We keep your data only for as long as it is needed to complete the task for which it was collected. If you tell us you no longer need our services or cease to be a volunteer or a member, your data will be erased as soon as possible.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances e.g. when you no longer need our services or when you cease to be a member.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at tauntonhomeeducation@gmail.com or on 07473 119425 or at the address given above if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at tauntonhomeeducation@gmail.com. You can also complain to the ICO if you are unhappy with how we have used your data. ICO Helpline number: 0303 123 1113. ICO website: https://ico.org.uk.