

KEY Project- Privacy Notice

KEY Project is committed to protecting and respecting your privacy.

Conversations with and about people

Our staff and volunteers are fully aware of their duty to hold all conversations in private and only to involve appropriate people. Discussions about anyone will be limited to appropriate people and content.

Personal data we hold

For any personal data you provide KEY Project is the data controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

KEY Project is also the data controller for any information provided to us by any other organisations and will treat the information in the same way.

You give us information by filling in on-line or paper forms for your child's (or your own) membership or by phone, e-mail or otherwise. This includes information you provide when you enrol with the project as well as records we make of your child's attendance and activities at the clubs. The information you give us may include your and your child's name, date of birth, address, e-mail address, phone number and emergency contact details and relevant medical and personal needs information. We only collect and store information we need for the purposes of properly administering the clubs and membership.

Why we need your personal data

The reason we need this data is to be able to administer our clubs for members' safety and benefit and to act appropriately for your child in an emergency. Our lawful basis for processing your personal data is that we have duty to all members to administer the clubs safely and properly, to understand any special needs and to maintain parental or other emergency contact details. We also need to document consent for a child to attend and take part in any or all activities.

KEY project uses social media which is likely to be public. Please note that the provider of any social media platform has their own privacy policies and that KEY Project does not accept any responsibility or liability for these policies.

Whom we share personal data with

The KEY Project does not supply any personal data it holds to any other third party without your prior consent. The only exception to this would be a need to share for child protection purposes with law enforcement or other statutory services.

How long we hold your personal data

We will hold your personal data on file for as long as your child is a member with us and for three years afterwards. Records of safeguarding events involving a child will be kept until the child's 25th birthday. Records of very serious events will be kept indefinitely.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to object to certain kinds of processing of your personal data and to the portability of your personal data. We must make reasonable efforts to accommodate your requests. You have the right to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

All enquiries should be made to info@keyprojectcumbria.onmicrosoft.com or by post to Cross View House, 6 The Square, Milnthorpe. LA7 7QJ

Our need for your personal data

You are not obliged to share your or your child's personal data with the KEY project. Most of what we request is needed for the safe and proper running of the clubs and to care for the members. If you choose not to share personal data with us we may not admit your child to some or all of KEY Project's activities.