LOUGHBOROUGH COMMUNITY CENTRE
Max Roach One O'clock Club
Wiltshire Road, London SW9 7NE
Tel: 020 7737 2472
Email: manager_lccpreschool@hotmail.co.uk
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Registered Company No: 08385640 Registered Charity 1152313

Privacy Notice – Community Projects and Services

ICO Number: ZA754214

The Data Protection Act 1998 is intended to protect people's privacy by controlling the use of personal information held on computer and filing systems. LCC holds and processes the data it collects about employees, service providers and service users for the following purposes:

Business Administration and Management.

Evidence the aims and objectives of the business.

Compliance with relevant procedures and laws.

All data is treated with absolute confidentiality and security measures are taken at all times.

When dealing with data relating to the LCC or its service users, employees must take adequate precautions to ensure confidentiality and to protect the business from any liabilities.

We expect all employees to observe the Data Protection Act 1998 when collecting, processing and storing project related data.

Who processes your information?
Loughborough Community Centre is the data controller of the personal information you give us. This means the organisation decides how any personal data relating to a parent and their families is to be processed.

In some cases, your data will be shared with a third-party processor; however, this will only be done with your consent, unless the law requires the organisation to share your data. Where the organisation shares data to a third-party processor, the same data protection standards that Loughborough Community Centre upholds are imposed on the processor.

The centre manager is the Data Protection Officer, whose role is to oversee and monitor the organisation's data protection procedures, and to ensure the organisation is compliant with the General Data Protection Regulations.

The manager can be contacted on 020 77372472 or manager_lccpreschool@hotmail.co.uk

Why do we collect and use your information?
Loughborough Community Centre holds the legal right to collect and use personal data relating to parents and their families, and we may also receive information regarding them from the Local Authority (LA) and/or other statutory and community organisations. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- The Children Act 1989 and 2004

In accordance with the above, the personal data of parents and their families is collected and used for the following reasons:

- To safeguard all children that use the organisations services and activities
- To provide and signpost families in need of support
- To monitor and report on participants that use our services for access to funding to deliver services
- To assess the quality of our service
- To comply with the law regarding data sharing

Data that is collected
The categories of personal information that the organisation collects, holds and shares include the following:

- Personal information – e.g. Family names, contact numbers and addresses
- Emergency Contact
- Characteristics – e.g. ethnicity, language, nationality, country of birth and free school meal eligibility
- Attendance information – e.g. attendance at events and activities
- Relevant medical information
- Information relating to SEND
- Images of participants engaging in organisation activities

Whilst the majority of the personal data you provide to the organisation is on a voluntary basis, some information is mandatory. When collecting data, the organisation will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the organisation will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?
In accordance with the GDPR, the organisation does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Personal data relating to individuals at Loughborough Community Centre and their families is stored for the duration of time that a child within the family is of an age to access services for children or until a notice to withdrawer consent is given.

Children are defined into two groups: 0 – 4 years old and 5 – 13 years old.

The organisation keeps information about families on secure computer systems as well on paper.

Will my information be shared?
The organisation is required to share family data with the Local Authority and Funders of projects and services. Where possible this will be anonymised data.

Our funders require anonymised data and may share information about our services with third parties who promote the education or wellbeing of children in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The Loughborough Community Centre will only work with funders that have robust processes in place to ensure the confidentiality of any data shared from the organisation is maintained.

Loughborough Community Centre will not share your personal information with any third parties without your consent, unless the law allows us to do so.

What are your rights?
Parents, legal guardians and children have the following rights in relation to the processing of their personal data.

You have the right to:

Be informed about how Loughborough Community Centre uses your personal data
Request access to the personal data that Loughborough Community Centre holds
Request that your personal data is amended if it is inaccurate or incomplete
Request that your personal data is erased where there is no compelling reason for its continued processing

Request that the processing of your data is restricted
Object to your personal data being processed

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time. Any use of your personal or families' information before you withdraw your consent remains valid.

If you have a concern about the way Loughborough Community Centre and/or its' funders are collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9.00am-5.00pm.

Where can you find out more information?
If you would like to find out more information about how we use and store your personal data, please contact us:

Administrator
Loughborough Community Centre
Max Roach One O'clock Club
Wiltshire Road
London
SW9 7NE

0207 7372472