



## Our General Data Protection Regulation (GDPR) Policy

At Angling4education, maintaining the security of your data is a priority. As an organisation we are committed to respecting your rights to privacy. We pledge to handle your data fairly and legally at all times. We are dedicated to being transparent about what data we collect about you and how we use it.

This policy which applies across all areas of our organisation, covers:

1. What personal data we collect
2. How we will use your data
3. How we ensure your privacy is maintained

### 1. What personal data we collect

#### Types of information collected

**Information you give us** -We collect personal data from our consent forms when we have a request for a service from Angling4 education: This includes information about you, Name, address, contact details and information about your child, Name, Address, Email addresses School, Date of Birth, Sex, Medical information and sensitive information such as mental health issues and any other personal information which you or the referrer deems relevant to the application.

We may collect information which you give us via phone call, text messages and in person which informs us of any changes or updates on how we work with your child.

**Short Breaks** - We collect information you have provided us with by booking tickets to our Short Break Sessions via our ticket site Ticketsource.com – this may include email address, telephone numbers and address. You are able to choose if you would like to be added to our marketing list where we may contact you regarding future events and information on what Angling4education offers. If at any time you do not wish to receive this information please email [angling4education@gmail.com](mailto:angling4education@gmail.com) and we will remove you from all future marketing emails.

**Email address** – We will store your email addresses on our mailing list if you have **opted in** to keep receiving any promotional updates of up and coming events which you may be interested in. This may have been in person or via the Ticketsource booking page. You may opt out of this at anytime by emailing [Angling4education@gmail.com](mailto:Angling4education@gmail.com)

**Photographs** - We also ask permission to take photographs during our sessions you may opt out of this by ticking the NO box on the application form. We take photographs on our Short Break sessions and you are able to opt out at any time.

**Information from referrers** - We collect Information given to us by the referrer's via the initial application form such as Name, Address, telephone numbers, school, medical information and risk assessment information – you may request to see this at any time by contacting the director Luke O'Keefe at [Angling4education@gmail.com](mailto:Angling4education@gmail.com)

## 2. How we use your data

We use your data to inform us (Angling4education) on the best way to work with your child, using personal and sensitive information to adapt sessions to make it most comfortable for your child.

**Email** - We receive all applications via email ([angling4education@gmail.com](mailto:angling4education@gmail.com)) the applications are then shared via email to the allocated worker. Applications are stored on an encrypted memory stick and kept for 7 years. You can access Gmail's compliance policy here [https://privacy.google.com/businesses/compliance/#?modal\\_active=none](https://privacy.google.com/businesses/compliance/#?modal_active=none)

**Photographs** - We use photographs for posting on our Facebook page Angling4education, Our website [www.angling4education.com](http://www.angling4education.com) and other publications for marketing purposes. You are able to opt out of one or all of these by ticking NO on the application form.

Photographs are taken on workers mobile phones then used as in accordance to the preferences on the application. With your consent we will upload any photos to the Facebook page, Email them to your personal email (provided by you) with in 7 days – These photos are then deleted.

Photographs for website and other publications – With your consent Photographs used for our website or for future publications will be emailed to [Angling4education@gmail.com](mailto:Angling4education@gmail.com) and stored on an encrypted memory stick for future use – you may ask for us to delete or remove any photos at anytime – If a photo has been used with your permission on our Website we have 31 days to remove it at your request. If a photo has been used for a wider/printed marketing purpose you can request it is not used in any future publicity by written request to [angling4education@gmail.com](mailto:angling4education@gmail.com)

**Short breaks** – Information provided by you to our ticket site (Ticketsource.co.uk) is used only to provide the best service for you and your child, this information including personal information is printed off 24 hours before a Short Break session and used by the session leader in cases of emergency and medical emergencies. This printed copy is destroyed once the session has ended.

If you have provided an email address for marketing purposes and to be kept up to date with events and sessions we will only use these to send you information on future events and information on Angling4education. You may opt out of this at any time by contacting [Angling4education@gmail.com](mailto:Angling4education@gmail.com)

## Sharing with third parties

Angling4education shares weekly updates to the referring agency and wider network as requested by the referrer via email, these update include a brief summary of the session – any significant information about behaviour and a brief outline of following sessions– NO identifiable personal information is used in these emails – All emails **only** include your child’s initials, we do not use full names in our updates.

Where personal information which is collected about your child as part of your association with Angling4education information will only be shared for the purposes of child protection inline with our Safeguarding Policy which you may request at anytime from [Angling4education@gmail.com](mailto:Angling4education@gmail.com)

Angling4education does not, except where legally required, share your personal information with any other third party other than those outlined above. We will never rent or sell your data to any organisation for marketing purposes

We may share your data with governmental bodies, regulators, law enforcement agencies, courts/tribunals and insurers when required to do so:

1. To comply with our legal obligations
2. For the prevention, detection, investigation of a crime or prosecution of offenders
3. For the protection of our employees, service users and customers.

## 3. How we ensure your privacy is maintained

1. Your information is stored digitally on encrypted memory sticks and on angling4education Gmail accounts. Where paper records exist, they will be shredded as soon as they are no longer operationally necessary.
2. Your information is kept, with your consent, for a maximum of 7 years, unless it is required to be kept for a longer period by regulating bodies.
3. We will never share your details with third parties except where legally required.
4. We will only share your information with your consent.
5. Where consent to store and/or share within Angling4education is not given, or is withdrawn, we will remove you from all emails and storage devices
6. We will not retain your data any longer than is necessary for the purposes set out in this policy. Different retention periods apply for different types of data, however the longest we will normally hold personal data is for 7 years.
7. In the case of email marketing communications, we will contact you annually to check your preferences and ask you to update them.

## **Who to contact**

Our Data Controller is Luke O'Keefe. If you would like to write to us to request that we remove you from our mailing list, or you would like to complain about the way that your data has been handled, you can write or email us via:

Luke O'Keefe

Angling4education

10 Hollingbury Place

Brighton

BN1 7GE

[Angling4education@gmail.com](mailto:Angling4education@gmail.com)