

Privacy Policy

Policy Statement

The Trustees of the Red Hen Project acknowledge their responsibilities under the General Data Protection Regulations, May 2018.

This policy sets out how we collect and use personal information about individuals. We call this information 'personal data' or 'personal information.'

We are committed to protecting personal information. This policy sets out the basis on which we will process any personal information we collect from individuals or that is provided to us.

Links to other policies

Legal Framework (if applicable)

GDPR May 2018
Data Protection Act 1998

Introduction

Who we are – We are a charity called The Red Hen Project, and we work in partnership with 5 primary schools; King's Hedges Primary School, Arbury Primary School, The Grove Primary School, Shirley Primary School, and Orchard Park Primary School.

We are a local charity supporting families in North Cambridge through our services, including our websites, helpline and services in communities. We have been supporting families for 20 years.

The Red Hen Project is a registered charity No.1072190.

The Red Hen Project is the organisation which is in charge of personal information. This means The Red Hen Project is called the Data Controller.

The postal address of the project is;

The Red Hen Project
King's Hedges Educational Federation
Northfield Avenue
Cambridge
CB4 2HU

Individuals wanting to contact us about their personal information can contact our Designated Data Protection Lead in the project – a letter can be given for them at the school reception or sent by post. The project's Data Protection Officer can also be emailed at redhen_kingshedges@cambs.sch.uk

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| The Red Hen Project - Privacy Policy | Version No: 1.0 |
| Registered Charity Number: 1072190 | Last review: 18 th May 2018 |

Procedure

What information do we collect?

The Red Hen Project holds and processes information about our service users for various purposes. For example to report to our commissioners and funders, to enable correspondence and communications, and for safeguarding purposes. By submitting personal information, individuals enable us to provide the information, services or products we offer.

When individuals engage with us, for example by requesting our services, donating money, engaging with our campaigns, applying for jobs, we may collect and process personal information about them (and their child/children if relevant). Depending on your activity and the services we are providing this may include their name, email address, postal address, telephone or mobile number, date of birth, financial details or other personal or sensitive information.

We are required by law under the General Data Protection Regulations 2018 to obtain consent from individuals to collect and process personal data. This ensures any personal information must be collected and used fairly, stored safely and not disclosed to any other person without prior consent. We are required by the General Data Protection Regulations 2018 to ensure that any personal information supplied to us is only used for the purpose for which it is provided.

What is personal and sensitive data?

Personal data is data which can be used to identify individuals. This may include names, dates of birth, addresses, telephone numbers etc.

Sensitive data is information related to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and/or convictions.

Where will data be stored?

Data will be stored in a secure electronic case management system accessed only by members of The Red Hen Project staff working on the particular service you engage with. Information may also be stored in a paper file held securely by The Red Hen Project.

What we do with the data?

The Red Hen Project will store and process individual's data for as long as they are accessing our services, or for as long as the law requires us to. The Red Hen Project will keep some classes of information for longer than others. These will include information held, for example, for reporting purposes in accordance with our contractual obligations with and requirements of our funders and some which is retained in anonymous form for statistical records and research. The Red Hen Project disposes of personal data when it is no longer required safely and securely.

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The Red Hen Project will never rent or sell your personal information to other organisations for use by them in their own direct marketing activities, unless we have the express consent of the individual.

When we may share or disclose information

We may disclose personal information to third parties if we are under a legal duty to disclose or share personal data (e.g such as with the police for the detection or prevention of crime), or there are safeguarding issues concerning either an adult or a child. With permission we may also share personal information about adults or children to other organisations if we are referring on to another relevant organisation or making appointments on individual's behalf. These may include: a local authority and other governmental bodies; police or other authorities; general practitioners and other health practitioners; and educational institutions.

We may also share data with another organisation when we are working in partnership with them to provide a service. We will disclose only the personal information necessary to deliver the service and will have an agreement in place to ensure data sharing complies with data protection and information security requirements.

We work in partnership with; King's Hedges Educational Federation, Arbury Primary School, The Grove Primary School, Shirley Primary School, and Orchard Park Primary School.

How we may use personal information

Your personal information will only be used to process your requests, to provide you with our services, and to provide you with information relating to our services.

1. To provide information (including fundraising or campaigning activities), services or products requested or which we feel may be of interest, or where individuals have consented to being contacted.
2. To allow individuals to participate in interactive features on our website, for example we may help complete forms by inserting contact details to be edited.
3. To analyse and improve the services offered on our website by providing the most user-friendly navigation experience.
5. To process personal information for the purposes of customer analysis and direct marketing to help us with our activities and to provide individuals with the most relevant information.
6. To produce anonymous data, which will be used for measuring progress against outcomes, to report to funders and other stakeholders, for statistical records and research.

If you do not want us to contact you for direct marketing purpose please tick the relevant box on the form on which we collect your data or contact us on; redhen_kingshedges.cambs.sch.uk

We review how long we hold personal information on a regular basis.

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Your rights

You have these rights:

- You can ask us for a copy of the information we have about you
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with your information
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

You can complain about what we do with your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner’s Office:

Information Commissioner's Office
 Wycliffe House
 Water Lane
 Wilmslow
 Cheshire
 SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

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| This policy was adopted at a meeting of The Red Hen Project Trustees | |
| Held on | Date |
| Date to be reviewed | During 2021/22 |
| Signed on behalf of the trustees | |
| Name of signatory | Lesley Ford |
| Role of signatory (e.g. chair) | Chair |