

# **Aireborough Supported Activities Scheme**

## **PROVIDING LEISURE ACTIVITIES FOR CHILDREN WITH DISABILITIES**

<b>Policy title:</b>	Privacy Notice		
<b>Policy number:</b>	IG-003	<b>Last review date:</b>	15 May 2018
<b>Next review</b>	May 2020	<b>Last reviewed by:</b>	Sarah Lee

### **1 Statement of policy and purpose of policy**

- 1.1** At ASAS we are committed to protecting and respecting the privacy of all the children who attend our schemes, their parents and families, staff and volunteers and individual donors. We have reviewed our policies in line with the GDPR (General Data Protection Regulation).
- 1.2** This notice explains when and why we collect personal information, how we use it, and how we keep it secure and the conditions under which we may disclose it to others.
- 1.3** We may change this notice from time to time so please check this page occasionally to ensure that you are happy with any changes. By using our website/IT systems, you are agreeing to be bound by this notice.
- 1.4** Any questions regarding this notice and privacy practices should be sent by email to [jo.galasso@aireborough-scheme.co.uk](mailto:jo.galasso@aireborough-scheme.co.uk)

### **2 How do we collect information from you?**

- 2.1** Information is collected from forms you complete before children attend our services, and from staff and volunteers during the recruitment process. The forms may be completed electronically, by telephone or on paper.
- 2.2** Our IT systems monitor staff & volunteer access.

### **3 What type of information is collected from you?**

- 3.1** The personal information we collect about children includes their name, address, date of birth, gender, ethnicity; information about their health and behaviour; and parent/carers contact details.
- 3.2** The personal information we collect about staff and volunteers includes - name, address, date of birth, email, telephone numbers, bank details (for paid staff); employment details, national insurance number, proof of eligibility to work in the UK and references; and details of any criminal records.

### **4 How this information is used?**

- 4.1** The personal information we hold about the children who attend our services and their parent/carers is used to meet their needs and ensure their safety and the safety of others. We have a duty under our funding agreement with Leeds City Council to supply details of the children we have provided a service to.

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**4.2** The staff and volunteer information we hold is used to fulfil our contractual, statutory and management responsibilities.

### **5 Who has access to this information?**

**5.1** The information stored electronically is encrypted and can only be accessed by authorised ASAS personnel.

**5.2** To ensure the safety of children during the delivery of our services, essential information is available in paper format and we have systems in place to ensure the safety of this information.

**5.3** We will never share your information with third parties for marketing purposes.

### **6 Your choices**

**6.1** You can choose whether you wish to receive information from us.

**6.2** You can change your preferences at any time by clicking here [tinyurl.com/asasunsubscribe](http://tinyurl.com/asasunsubscribe)

### **7 How you can access and update your information**

**7.1** The accuracy of your information is important to us. If you change your e-mail address or any other information we hold is inaccurate or out of date, please email [jo.galasso@aireborough-scheme.co.uk](mailto:jo.galasso@aireborough-scheme.co.uk)

**7.2** You have a right to ask for a copy of all the information we hold about you or your child, please contact [jo.galasso@aireborough-scheme.co.uk](mailto:jo.galasso@aireborough-scheme.co.uk) Any request made will be fulfilled within 1 month, where practicable.

**7.3** You have a right to request deletion of data we hold, this will either be done within 1 month or we will explain why we need to keep it.

**7.4** ASAS has security measures in place to ensure the safety of all data held electronically and in paper format and to protect the Loss, misuse or alteration of your information

**7.5** Our website may contain links to other web sites run by other organizations. This privacy policy applies only to the ASAS website, so we encourage you to read the privacy statements on the other web sites you visit.

### **8 16 and under**

**8.1** We are concerned to protect the privacy of children age 16 or under, please get your parent/Guardians permission beforehand whenever you provide us with personal information.

### **9 Review of this policy**

**9.1** This notice was created in February 2018 and will regularly be reviewed.