

PRIVACY NOTICE

We ask that you read this privacy notice carefully as it contains important information on who we are, how and why we collect, store, use and share Personal Data, your rights in relation to your Personal Data and on how to contact us and supervisory authorities in the event you have a complaint.

WHO WE ARE

Trafford Parents Forum Limited collects, uses and is responsible for certain Personal Data about you. When we do so we are regulated under the UK General Data Protection Legislation (UK GDPR) which applies in the United Kingdom, and we are responsible as 'controller' of that personal information for the purposes of those laws.

THE PERSONAL DATA WE COLLECT AND USE

We may collect and use the following Personal Data:

1. **About you:** name, address, email address, telephone number, mobile or landline or both, ethnicity, access requirements, meetings/events attended, date that consent given to GDPR regulations.
2. **About your child/children:** Name, address, date of birth, school attending and disability of child/children

We collect and use this Personal Data to provide you access to and enable you to become a member of the forum. For each individual member of the forum the following information is held securely on membership data with a third party and is under the control of the Membership Coordinator overseen by our Data Protection Officer.

HOW WE COLLECT YOUR PERSONAL DATA?

We collect most of your Personal Data directly from you in one or more of the following ways:

- data that you provide by filling in forms, including information provided on membership forms and event booking forms completed online or by hand;
- If you make an enquiry in person, by email, telephone, through our Website or social media such as Facebook, Instagram or Twitter we may keep a record of that correspondence;
- we may ask you to complete surveys/consultations that we use for evidence gathering and research;
- details of any transactions you carry out with us, including booking events, training and making donations



- usage data for our social media including our website and our Facebook, Instagram and Twitter accounts

We may also obtain your Personal Data directly from a third party with your consent where a referral is made on your behalf by that third party.

HOW AND WHY WE USE YOUR PERSONAL DATA

Under GDPR we can only use your personal data if we have proper reason for example;

- where you have given consent;
- comply with our legal and regulatory obligations;
- provide you access to the forum and keep you up to date of any news, events, activities related to SEND in Trafford;
- updating our membership records
- deliver services e.g., workshops, training and events;
- complete annual surveys of SEND services and lived experiences in Trafford;
- statistical analysis to help run the forum and to provide monitoring and evaluation information to third parties and funders
- fundraise and promote the interests of Trafford Parents Forum

On receipt of a new membership form the information is entered onto our membership database and where the form has been completed by hand, the paper form is shredded.

None of the above Personal Data is shared with any other member of the forum or any third party without the **express permission** of the individual. Except if there is a safeguarding issue or legal requirement to do so under legal or regulatory requirements. We will notify you before we do this, unless we are not allowed to do so legally.

WHAT IS THE LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA?

We have a legitimate interest in using your Personal Data for marketing purposes (see above 'how and why we use your Personal Data') and we may use your Personal Data to send you updates and keep you informed about news, events, activities, and resources and to process donations, including gift aid. Some of our processing is necessary for compliance with a legal obligation. For example, we are required by HMRC to keep Gift Aid records.

This means we do not usually need your consent to send you marketing information, however where consent is needed, we will ask for this separately and clearly. You have the right to opt out of receiving marketing communications at any time by contacting us at engagement@traffordparentsforum.com.

We may ask you to confirm or update your marketing preferences if you ask us to provide further services in the future, or if there are changes in the law, regulation or structure of our business.

We will always treat your Personal Data with the upmost respect and never sell or share it with other organisations outside of the forum for marketing purposes.

HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We will keep your Personal Data while you have an account with us or until your youngest child with special educational needs and/or disabilities is 25.

Thereafter we will keep your Personal Data for as long as necessary to respond to any questions, complaints or claims made by you or on your behalf, to show that we treated you fairly and to keep your records required by law.

Should you decide to leave the forum your Personal Data will be retained for a period of six (6) months before it is deleted from the membership database, your email address will be removed from the mailing list with immediate effect.

You have a right at any time to request your Personal Data to be removed from our membership database and/or our mailing list by sending an email to central@traffordparentsforum.com.

YOUR RIGHTS

You have the following rights, which you can exercise free of charge:

Access	the right to be provided with a copy of your Personal Data
Rectification	the right to require us to correct any mistakes in your Personal Data
Erasure (also known as right to be forgotten)	the right to require us to delete your Personal Data – in certain situations
Restriction on processing	the right to require us to restrict processing of your Personal Data in certain circumstances eg: if you contest the accuracy of the data
Data portability	the right to receive the Personal Data you provided to us, in a structured, commonly used and machine readable format and/or transmit that data to a third party – in certain situations
To object	the right to object: <ul style="list-style-type: none"> - at any time to your Personal Data being processed for direct marketing (including profiling) - in certain other situations to our continued processing of your Personal Data e.g., processing

	carried out for the purposes of our legitimate interests
Not to be subject to automated individual decision making	The right not to be subject to a decision based solely on automated processing (including profiling) that produces legal effects concerning you or similarly significantly affects you

For further information on each of those rights, including the circumstances in which they apply, please contact us at central@traffordparentsforum.com or visit <https://ico.org.uk/global/privacy-notice/your-data-protection-rights>.

If you would like to exercise any of these rights, please:

- email, call or write to us
- let us have enough information to identify you
- let us have proof of identity and address, and
- let us know the information to which your request relates

If you would like to unsubscribe from our email newsletter you can also click on the ‘unsubscribe’ button at the bottom of the email newsletter. It may take up to five (5) working days for this to take place.

KEEPING YOUR PERSONAL DATA SECURE

We have appropriate security measures in place to prevent Personal Data from being accidentally lost or used or accessed in an unauthorised way. We limit access to your Personal Data to those who have a genuine business need to know it. Those processing your Personal Data will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

HOW TO COMPLAIN

We hope that we can resolve any query or concern you raise about our use of your Personal Data. You also have the right to lodge a complaint with the Information Commissioner.

<https://ico.org.uk/global/privacy-notice/making-a-complaint/>

CHANGES TO PRIVACY NOTICE

This privacy notice was published on 13 March 2023 and last updated on 13 March 2023.



We reserve the right to update this privacy notice at any time. We may update this privacy notice by posting a new version on our website at any time. You should check this page occasionally to ensure you are familiar with any changes.