

This notice explains what personal data (information) we hold about you, how we collect it, and how we use and may share information. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Who Collects the Information

Catholic Care is the 'data controller' and gathers and uses certain information about you.

Data Protection Principles

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

About the Information we Collect and Hold

The table set out in the Schedule summarises the information we collect and hold, how and why we do so, how we use it and with whom it may be shared.

We may also need to share some of the categories of personal information set out in the Schedule with others in relation to safeguarding issues.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

We may also collect your data in the form of photos & videos. Photos and videos may be used as a part of our social media, web & publicity.

Where Information May be Held

The information that we collect about your child and family is held on a secure electronic recording system. If we have any paper records these are kept in secure storage. We have secure measures in place to seek to ensure that there is appropriate security for information we hold.

How Long we Keep your Information

We keep information about you for no longer than is necessary and for the purposes that the information is processed. Further details of this are available in our Record Retention Schedule (Community Groups) which forms part of the Record retention Policy (Community Groups)

Even if your information is removed from our database, some personal data will continue to be archived in line with HMRC or other legal regulations, or to continue providing you with a service you are currently using.

Your Rights to Correct and Access your Information and to Ask for it to be Erased

Please contact dataprotection@catholic-care.org.uk if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. By

contacting dataprotection@catholic-care.org.uk we will provide you with further information about the right to be forgotten, if you ask for it.

Keeping your Personal Information Secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an authorised way.

We have procedures in place to deal with any suspected data security breach where we are legally required to do so.

How to Complain

We hope that by contacting dataprotection@catholic-care.org.uk we can resolve any query or concern you raise about our use of your information. If not, please refer to the Organisation's Complaints Policy. If you are still not satisfied, contact the Information Commissioner at ico.org.uk/concerns/ or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

**THE SCHEDULE
ABOUT THE INFORMATION WE COLLECT AND HOLD**

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Name and address of parent and child	Registration Form	So that we are able to provide a safe service for you and your children	We will only share this information in the case of an emergency.
Contact Telephone number	Registration Form	So that we are able to provide a safe service for you and your children	We will only share this information in the case of an emergency.
Medical Conditions information	Registration Form	So that we are able to provide a safe service for you and your children	We will only share this information in the case of an emergency.
Emergency Contact details	Registration Form	So that we are able to provide a safe service for you and your children	We will only share this information in the case of an emergency.