**PEEK Privacy Policy**

1. **Overview**
	1. *Summary*

PEEK is committed to protecting and respecting your personal data and complying with the requirements under data protection laws and the European Union General Data Protection Regulation (“GDPR”). This policy sets out why we collect your personal information and how we process it. Personal information is any information that can identify an individual.

The aim of this policy is to provide you with information to understand how we use your data. If you are unsure how we process your data please let us know, the contact details are provided below.

PEEK, we, us or our each refer to PEEK – Possibilities for Each and Every Kid.

* 1. *Changes to the Privacy Policy*

We may change this policy from time to time and it will be reviewed at least annually. This privacy notice was last updated May 2018.

1. **Your Data**
	1. *What personal data we hold*

We may hold the following personal data on you:

* Name
* Address
* Contact details
* Date of birth and age
* Parent contact details
* School attendance
* Ethnicity, gender and equality information
* Emergency contact details
* Consent information
* Medical information including doctor details
	1. *How we collect your personal information*

Personal information may be collected from you if you attend one of our events including, but not limited to, the Play, Create and Thrive programmes. It can also be collected at schools where we run programmes along with your school.

At our events you are required to complete a registration form and if you are under sixteen years of age then your parent or guardian will need to consent to your information being provided.

We may also obtain information from individuals and companies who support PEEK and have provided personal information to be kept up to date with PEEK news.

* 1. *Why we have your data and our legal reason for doing so*

We use the personal information you provide to enable us to run our Play, Create and Thrive programmes. We also use your information to communicate news concerning PEEK and to invite you to attend events.

We collect and store your personal information as we have a legitimate interest and a legal obligation to do so:

* To ensure safeguarding of children and young people who attend our events and activities;
* To provide our service through our Play, Create and Thrive programmes;
* Understanding how you use our programmes and analysing and improving our services;
* Maintaining a public profile on social media;
* Developing relationships with schools, funders, companies and individuals.

We have a legal obligation to meet our child protection requirements as set out in our Child Protection and Safeguarding Policy

Some information is processed because you have provided consent to that, your consent can be withdrawn at any time.

* 1. *How long we keep your data?*

We will keep your information for as long as it is reasonably necessary. We store your information on computer systems and hard copy files.

* 1. *How we keep your data secure*

We have policies and procedures and sufficient security features in place to ensure that your data is treated securely and protected from unauthorised access.

* 1. *Who we share it with*

PEEK does not share your personal information with any third parties.

1. **Your rights in relation to your data**

The rights you have in relation to your personal information are:

* You can remove consent, where you have provided it, at any time.
* You can ask us to confirm if we are processing your information.
* You can ask for access to your information.
* You can ask to correct your information if it is wrong.
* You can ask us to delete your information.
* You can ask us to restrict how we use your information.
* You can ask us to help you move your information to other companies.
* To help with that, you have a right to ask that we provide your information in an easily readable format to another company.
* You can ask us to stop using your personal information, but only in certain cases.
* You have the right to complain to the relevant supervisory authority.
1. **Contacting PEEK**

If you require any further information or would like to speak to someone about the data we hold for you please contact:

Call us on 0141 554 3068

Email: info@peekproject.co.cuk

Write: PEEK – Possibilities for Each and Every Kid

 Crownpoint Sports Complex

 183 Crownpoint Road

 Glasgow

 G40 2AL

If you are unhappy with how we have processed your personal information you have the right to lodge a complaint with the Information Commissioners Office:

 Information Commisioner’s Office

 Wycliffe House

 Water Lane

 Wilmslow

 Cheshire

 SK9 5AF

 Telephone number: 0303 123 113 (local rate) or 01625 545745 (national rate)