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**Privacy Policy**

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11. **Introduction**

1.1 PEEK is committed to protecting and respecting the personal data of our team members, volunteers, participants and families as well as that of our funders and other third parties. We will comply with all necessary requirements under data protection laws and the General Data Protection Regulation (“GDPR”). This policy sets out why we collect personal information and how we process it. Personal information is any information that can identify an individual.

1.2 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.

1. **Data Protection Principles**

2.1 The data protection principles set out the main responsibilities which apply to PEEK when processing personal data in compliance with GDPR. These principles are:

* Fairness/transparency – PEEK only use or store personal data in a fair, lawful and transparent manner;
* Purpose limitation – PEEK only process personal data for specific stated purpose;
* Data minimisation – PEEK only collects and processes necessary personal data;
* Accuracy – PEEK ensures personal data is accurate and up to date;
* Storage limitation – PEEK only retains/stores personal data for as long as is necessary;
* Integrity and confidentiality – PEEK keeps personal data secure at all times.
1. **Personal Information**

3.1 PEEK processes a range of personal data. The information we record may include but is not limited to:

* Name;
* Address;
* Contact details – including phone number and email address;
* Date of birth;
* Parent/carer contact details;
* School;
* Ethnicity, gender and equality information;
* Emergency contact details;
* Consent information;
* Medical information including doctor details.

**4. How we collect your personal information**

4.1 Information may be collected from you if you attend one of our sessions or events including, but not limited to, our Play, Create, Thrive and Wellbeing programmes, National Play Day, or any other event, showcase or campaign. We will collect this information via physical or online sign up or consent forms.

4.2 Information can also be collected via schools if you and/or your child attends a PEEK session ran in partnership with a school.

4.3 In all circumstances, to register with PEEK you are required to complete a sign up or consent form.

4.4 If you are under sixteen years of age, then your parent or guardian must complete the sign up or consent form on your behalf.

4.5 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**

5.1 PEEK use the personal information you provide to enable us to run our Play, Create, Thrive and Wellbeing programmes. We use this to plan age and stage appropriate sessions, provide tailored support and to report to funders and other third parties. We also use your information to communicate news concerning PEEK and to invite you to attend events.

5.2 PEEK has a legitimate interest and a legal obligation to collect and store your personal information for the following purposes:

* To ensure safeguarding of children and young people who attend our events and activities;
* To provide our service through our Play, Create, Thrive and Wellbeing programmes;
* To understand how you use our programmes so we can improve our services;
* To maintain a public profile on social media;
* To develop relationships with schools, funders, companies and individuals.

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

5.3 Some information is processed because you have provided consent to that, your consent can be withdrawn at any time. To do this, you should inform any member of TEAMPEEK. They will then pass on your request to our Head of Operations to ensure your retraction is processed in a timely manner.

1. **Records Retention**

6.1 We will keep your information for as long as it is reasonably necessary. We store your information on computer systems which are security and password protected. Please see our Records Retention Policy for more information.

6.2 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. **Sharing Information**

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

7.2 Where a funder or other third party request information, any personal or identifiable information will be anonymised.

7.3 PEEK will only ever share your image in photos or videos if you have consented to this.

1. **Your Rights**

8.1 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 or if it needs updated, i.e. you have moved address.
* 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. Please see PEEK’s Complaints Procedure.
1. **Contacting PEEK**

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

Call: 0141 554 3068

Email: emma@peekproject.co.uk

Write: PEEK – Possibilities for Each and Every Kid

 The Legacy Hub

301 Springfield Road

Glasgow

G40 3LJ

9.2 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 Commisioners Office

 Wycliffe House

 Water Lane

 Wilmslow

 Cheshire

 SK9 5AF

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

1. **Related Policies**
* Records Retention Policy
* Data Protection Policy
* Child Protection and Safe Guarding Policy
* Complaints Procedure

Date Approved:

Approved by:

Next Review Date:

Possibilities for Each and Every Kid PEEK

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Email: info@peekproject.co.uk

Website: www.peekproject.org.uk

Charity No: SC030814 Company No: 273784