



Privacy Notice

How Sparklers Toddler Group run by King's Church Eden ("we") use your information

Your privacy is important to us. We are committed to safeguarding the privacy of your information.

Why do we collect and use your information?

We collect and use your information to send you communications and keep you informed about our activities, to receive and make gifts, and to comply with the law (including, but not exclusively, with regard to the safeguarding of children and vulnerable adults, health and safety and data sharing and current Covid 19 Regulations). We do not share your information with others except as described in this notice.

The categories of information that we may collect, hold and share include:

- The Personal information we may collect includes:
 - Personal identifiers such as your title, name and date of birth
 - Contact details such as telephone numbers, postal address and email addresses.
- Sensitive information we may collect may include gender, ethnicity, language, nationality or race, country of birth, health issues and allergies as well as the special needs of children under the age of 16 (for the purposes of safeguarding the emotional and physical wellbeing of that child and other children within the toddler group).

Storing your data

We hold your data for varying lengths of time depending on the type of information in question but in doing so we always comply with Data Protection legislation. We will contact you annually to check that the information we are holding is accurate. If you are aware that the information you have supplied has changed please contact us as soon as possible, to ensure that our records are accurate and up to date.

Who do we share your information with?

We will not share your information with third parties without your consent unless the law requires us to do so.

Your information rights and choices:

Under Data Protection legislation, you have the right to:

- request access to information about you that we hold.
- correct or update your personal information held by us
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

To make a request for your personal information contact, to update your personal information and for further information on how your information is used, how we maintain the security of your information and your rights to access information we hold on you please contact our Data Manager who's contact details are below.

Reporting concerns

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by contacting our Data Manager or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss anything in this privacy notice please contact us:

Address: Data Manager, King's Church Eden, 10 Fairybead Park, Stainton, Penrith ,CA11 0DY

Email: dataprotection@kingschurcheden.co.uk