Privacy Policy

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| Title | Privacy Policy |
| Date of update | 14/08/2024 |
| Date of approval | 14/08/2024 |
| Approved by | Innov8 Workshops CIO Trustees |
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**1. Our contact details**

innov8 Workshops

INTEG House

Woodlands Business Park

Rougham Industrial Estate

Bury St Edmunds

Suffolk

IP30 9ND

Phone Number: 07442 860088

E-mail: info@innov8workshops.com

**2. The type of personal information we collect:**

We currently collect and process the following information:

* Personal identifiers, contacts and characteristics (for example, name and contact details)
* School name
* Dates of birth
* Special educational and medical needs

In relation to existing or prospective donors, we may also collect:

* donation and/or other banking and payment related information
* specific additional information to support fundraising research and/or due diligence activities held in the public domain.

**3. How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

* To understand the needs of the students
* To identify any potential risks
* To have contact details in case of an emergency

We use the information that is given to us to plan effective sessions for students and to have an awareness of any needs or risks.

We may share this information with Schools; Social Care and any other professional agencies that are directly involved with a student.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You can remove your consent at any time. You can do this by contacting Daniela Symons at daniela@innov8workshops.com**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a vital interest.**

**(e) We have a legitimate interest.**

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

Your information is securely stored. Any information you give us in physical form will be scanned and then shredded, for example CVs or ID documents.

We keep all personal information and supporting documents relating to students for seven years. We will then dispose your information in line with innov8 Workshops’ document retention policy.

Donor, donation, and related donation payment information will be stored securely for the purposes of solicitation, stewardship and reporting, and all other related enquiries.

**5. Your data protection rights:**

Under data protection law, you have specific rights relating to data protection. These include:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request relating to your data, we have one month to respond to you.

Please contact us at *daniela@innov8workshops.com* if you wish to make a request.

**6. How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us by contacting the management team. This can be Daniela Symons – daniela@innov8workshops.com or Lily Maguire – lily@innov8workshops.com.

You can also complain to the Information Commissioner’s Office if you are unhappy with how we have used/stored your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Signed  Date: 14/08/2024 Review date: 14/08/2025

Phil Shelley

Chair of Trustees

innov8 Workshops CIO