



SNAP PARENT CARER FORUM
CENTRAL BEDFORDSHIRE

General Data Protection Regulation (GDPR) Policy

SNAP PCF will fully comply with the General Data Protection Regulation and current Data Protection Principles, which state that all information must be:

The GDPR includes the following rights for individuals:

1. the right to be informed;
2. the right of access;
3. the right to rectification;
4. the right to erasure;
5. the right to restrict processing;
6. the right to data portability;
7. the right to object; and
8. the right not to be subject to automated decision-making including profiling.

The information we hold

We manage a membership database which contains the following information:

Your name, address, email address, ethnicity, age of child or young person and their primary need.

We manage information such as receipts and expense forms to satisfy our funders we have spent the money according to the conditions of the grant.

We manage information about previous and current employees

We manage information about our Steering Group Members and volunteers which include their name, address, email address, phone number and signed documents relating to our governance policies.

How we obtain, record and manage consent?

AT SNAP PCF we strive to make your consent request prominent, concise, separate from other terms and conditions, and easy to understand.

The only third-party we rely on for consent is Paypal if you purchase a Max Card from our website. Survey Monkey for our survey's and membership details we secure this information with passwords. Also, we store data for our grant monitoring with Contact who host our grant from the Department for Education.

Why do we want your data?

To demonstrate to the local authority, health and to the larger SEND community we need to show we have a membership database which represent parent carer views.

What we will do with your data

We also want to communicate with our database to send newsletters, invites for coffee mornings, conferences, Parent Panel and any other communication we need to ensure our membership is being informed about the work SNAP PCF is doing. We also email and communicate to our membership database information from third-parties such as local charities hosting an event.

Individuals can withdraw consent at any time.

We ensure you can only actively opt in to joining our database. We never use pre-ticked boxes, opt-out boxes or other default settings.

Keep records to evidence consent – who consented, when, how, and what they were told.

You may withdraw your consent at any time you choose. Please email admin@snappcf.co.uk or call 07984 545044.

Individuals rights

We protect your individual rights by having a Privacy Policy in place.

Rights of access

If we receive a subject access request, we will respond promptly and at most in 40 days after we have received this. We maintain the right to ask for any information we reasonably require to find the information and check your person's identity. We may charge a fee of up to £10 for responding to a request. Once we receive the information and fee, we will send you an individual a copy of the personal information we hold on them, and certain other details of your processing.

Rights to rectification and data quality

If any of your information changes you have the right to ask us to amend this, we must do this within forty days and inform you of the action and update we have taken.

Annually we will contact our membership database and ask if your data needs amending.

Rights to erasure including retention and disposal

When we have received a request to delete your data, we will ensure your data is removed from all databases. We use cloud-based software to hold your data, we will ensure no data is stored on our hard drive.

Rights to object

If we process your data in any way you object to in the first instance please contact admin@snappcf.org.uk or call 07984 545044. If we are unable to resolve your objection then please refer to our complaints policy.

Accountability

Ultimately our Directors and Steering Group members are accountable for the compliance of storing and using your data in accordance with the GDPR Regulations May 2018. We ensure all Steering Group Members, staff and volunteers receive training on Data Protection legislation.

We have a written Data Protection Agreement Policy and a Privacy Policy in place, both are reviewed annually. We have updated our membership database, documentation and surveys to ensure we are compliant with the new GDPR legislation which will come into force on the 23rd of May 2018.