



PRIVACY NOTICE

Solihull Parent Carer Forum (SPCF) works with parents and carers in the Solihull area. We take privacy very seriously.

The contact details you provide us will be used only to contact you directly about issues relating to your child or young person in the Solihull area. These details will never be shared to other organisations.

The extra information you may share about your concerns, or feedback about providers will always be anonymised and not personally identifiable. We will not keep this data. It will be used for the purpose it is provided for (e.g. anecdotal evidence that a support service is not working) and then deleted from our records.

The legal basis that data is collected for is the performance of a task carried out in the public interest, within the official authority of the data controller (i.e. the management committee of the SPCF).

Your personal data will be stored securely in either electronic or paper format, in compliance with GDPR legislation.

INDIVIDUALS' RIGHTS

- 1 Individuals have a right to be forgotten on request. Data held by the SPCF will be deleted in a prompt manner.
- 2 Individuals can change information held by them on request. Data held by the SPCF will be updated promptly on receipt of an update notification.
- 3 Data will be held by the SPCF as long as the individual is a member, unless notified by the member to amend as above. Personal data will be deleted from the SPCF database once membership is lapsed (i.e. when the child or young person is over the age of 25, and the SPCF is no longer relevant to the individual concerned)
- 4 The individual will be informed how and why their data is gathered, and how long it is to be held by the SPCF via access the Data Protection policy, access to this Privacy Notice, and via verbal explanation as required
- 5 Individuals can request access to their data
- 6 Individuals can request that use of their data can be restricted
- 7 Individuals can complain about data usage via the SPCF complaints procedure
- 8 All data will be gathered under the principles of active consent

Review Date 17-05-19