

Little Bird SOS

Data Protection and Privacy Notice

Our contact details

Name: Little Bird SOS Ltd

Address: C/O 52 Queensgate Drive, Birstall, Leicester, LE4 3JR

Phone Number: 07760 232059

E-mail: enquiries@littlebirdsos.co.uk

What type of information we have We currently collect and process the following information (see registration form below):

- Personal identifiers, contacts and characteristics for example, name, address, phone numbers and contact details of named other/next of kin
- Any health conditions/allergies we should be made aware of and what to do in case of emergencies

How we get the 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:

- When you enquire about joining our community we will ask for contact details, name address, email and phone number so we can keep you updated when spaces become available
- When you join our community group we will ask for your contact details including name address, email, phone number, named other/next of kin to do to contact in case of emergencies
- We may send periodic emails relating to community activities and occasionally forward emails, that have been sent to us, that we consider to be of interest.
- How we might contact you to convey messages about forthcoming activities/events we are holding that may be of interest
- We may need to get in touch with your named other/next of kin in case of emergencies

We also receive personal information indirectly, from the following sources in the following scenarios:

- Outside agencies that may refer individuals to our organisation i.e. social inclusion team, Department of Work and Pension Coaches, General Practitioners, families and friends etc

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

- Your consent. You are able to remove your consent at any time. You can do this by contacting: **enquires@littlebirdsos.co.uk**
- We have a legal obligation
- We have a legitimate interest

What we do with the information we have

We use the information that you have given us in order to:

- Contact named other/next of kin in case of emergencies
- Keep you updated on news and events
- To contact you case of emergencies (i.e. cancelled workshops etc)

No third parties will have access to your personal data

How we store your information

Your information is securely stored:

- On an electronic password protected database - antivirus software is installed on our laptop
- Paper copies are stored in a locked filing cabinet within a locked room, to conform with the legal requirements of GDPR 2018

We keep your name, address, phone number, email, named other/next of kin and medical information until you tell us you no longer wish to attend our community groups and/or are no longer an active supporter. We will then dispose your information by deleting from our records along with shredding any paper copies

Your data protection rights

Under data protection law, you have rights including:

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

Your right to data portability

You have the right to ask that we transfer the 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, we have one month to respond to you.

Please contact us at the above address if you wish to make a request.

How to complain

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

Dated: 24th January 2019

Signed: 

Review Date: 24th January 2021

Little Bird SOS Registration form (to be retained by Little Bird SOS)

When joining our community we need the following details:

Name:				
Address:				
Tel: (in case sessions need to be cancelled)				
Email: (we will not pass this on to any third parties)				
Named other/next of kin : (in case of emergencies)				
Named other/next of kin contact number And relationship to you:				
Any medical conditions or allergies we should be aware of?	Yes		No	
If yes to above, please give instructions of what we must do in case of emergencies				
Please tick to indicate that you understand and accept that these details are required when you join our community group (please refer to our Privacy Notice)				
Please tick to indicate permission to include details in securely stored lists including our emailing/text messaging lists used for Little Bird SOS purposes (Please refer to our Privacy Notice)				
Please tick to grant Little Bird SOS the right to use the photograph(s) resulting from photo shoots and any reproductions or adaptations of the photograph(s) for general purposes in relation to Little Bird SOS work including, without limitation, the right to use them in any publicity materials, books, newspapers and magazine articles whenever Little Bird SOS chooses to do so.				
Signature:				
To be completed by individual(s) (parents/guardians if less than 18 years of age) before photographs are taken.				
Date:				