

UFTON COURT EDUCATIONAL TRUST'S PRIVACY POLICY –

UFTON ADVENTURE & UFTON HISTORY

Reviewed May 2021

Our contact details

Address: Ufton Court Educational Trust, Ufton Court, Green Lane, Ufton Nervet, Reading, RG7 4HD

Phone Number: 0118 983 2099

Website: www.uftoncourt.co.uk

E-mail: admin@uftoncourt.co.uk

The type of personal information we collect

We currently collect and process the following information:

- A. For Ufton Adventure (UA) and awarding AQA Unit Award certificates, we collect the following: full name and name of school
- B. For UA, full names and passport sized photographs are used in our Passports to Success
- C. For UA and Ufton History (UH), we record full names and school name for accident forms, safeguarding concerns, dietary requirements and medical requirements
- D. In addition, for all those young people requiring an EpiPen, we are now requesting a headshot photograph

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:

- A. This is required by the awarding body
- B. This is required to personalise the Passports to Success
- C. This is required to ensure the safety and wellbeing of the young people in our care
- D. This is required to ensure all staff are aware of those children with severe allergies – just as schools do

How we use your data

- A. Gain accreditation for young people in a variety of activities and for those certificates to be personalised
- B. Personalise the Passports to Success (which are given to the young people at the end of their programme)
- C. Safeguard young people
- D. Safeguard young people

We may share this information with:

- A. AQA Unit Award Scheme
- B. Relevant Ufton staff
- C. Relevant Ufton staff, relevant safeguarding agencies
- D. Relevant Ufton staff

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

(a) We have a contractual obligation:

- We will process personal data where this is necessary for the performance of a contract with you.
- Sometimes it may be necessary to process your data for us to comply with our legal obligations.

(c) We have a legitimate interest:

- We will process your personal data for internal reporting and analysis because we believe it is necessary for our legitimate organisational interests in creating better events, better communications, and a better website.
- We have conducted a legitimate interest assessment to ensure that this processing isn't overridden by your rights or interests. We employ safeguards, such as formal Data Protection and Data Retention policies, to protect your privacy.

(d) We have a legal obligation

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<http://www.google.com/analytics/learn/privacy.html>

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 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. i.e. you can object to receiving direct marketing or fundraising communications.

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, we have one month to respond to you.

Please contact us at admin@uftoncourt.co.uk or telephone 0118 983 2099, if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at admin@uftoncourt.co.uk

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

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

Sharing your data

- We will never sell your personal data with any other organisation.
- If required by law or to enforce our legal right, we may be forced to disclose personal data.

How long we will hold your data

- We keep information for A and B until the end of the full programme and keep information for C and D until the end of each individual visit.
- We will then dispose your information by shredding all paper copies and deleting all electronic copies from the deleted folder of any email account and from any accompanying document on the network.

This Privacy Policy is available on our website. An electronic copy can also be requested by emailing admin@uftoncourt.co.uk or by telephoning 0118 983 2099.

We will notify constituents of any changes to this policy by email.