



PRIVACY POLICY

Approved by	Blossoming Communities
Approval Date	03/04/2023
Review Frequency	Bi Annually
Review Date	April 2025

Blossoming Communities contact details

Phone Number: 07587167601

E-mail: info@blossomingcommunities.org.uk

The type of personal information we collect.

We currently collect and process the following information:

Personal identifiers, contacts and characteristics including name, address, phone number, email and date of birth.

Some medical information

Next of kin details

Photo consent

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:

- *Access to participate in activities and workshops.*

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

- *Contact you about activities and events.*
- *Collate anonymised statistics for evaluation and funding purposes.*
- *Celebrate and publicise our work.*

We may share this information with emergency services, local organisations, the public and journalists..

Under the UK General Data Protection Regulation (UK 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 info@blossomingcommunities.org.co*
- *We have a legal obligation.*

How we store your personal information

Your information is securely stored in a locked filing cabinet, on a secure laptop or on an encrypted cloud storage.

- *We keep your personal identifiers, contacts and characteristics including name, address, phone number, email and date of birth, medical and next of kin information for up to 18 months after the last time you participate in an activity with Blossoming Communities. This information will then be shredded if it is in paper form or securely deleted from computer hardware by a IT professional.*
- *Photo consent, photographs and audio-visual recordings will be kept and used for celebration and promotional activities.*

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.

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 info@blossomingcommunities.org.co 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 info@blossomingcommunities.org.co

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>

Review

This policy and procedures will be reviewed every 24 months.

The organisation will make available its Privacy Policy to all members and partner organisations.