

## Privacy Notice

We are required by law to provide you with information about how we use your data. This is called our 'Privacy Notice'. We must also gain your consent for using your data for different purposes.

The Special Friends Data Controller is our Chair, Lucy Sarna, who will be the main holder of your data and has the responsibility for Data Protection compliance.

Type of Information.	Why we hold it.
<ul style="list-style-type: none"> <li>• Your name</li> <li>• Your partner's name</li> <li>• Names and dates of birth of your children</li> <li>• Your address</li> <li>• Your telephone numbers</li> <li>• Your e-mail address</li> <li>• Details of your child(ren)'s additional needs</li> <li>• How you heard about Special Friends</li> <li>• Your special dietary requirements</li> <li>• Any extra family history you or a person referring you may have supplied to us</li> </ul>	<ul style="list-style-type: none"> <li>• To register your membership.</li> <li>• To keep you informed of our news.</li> <li>• To invite you to events.</li> <li>• To confirm your bookings at events.</li> <li>• To register your attendance at events.</li> <li>• To allow you access to our secret Facebook page.</li> <li>• To confidentially share with our Trustees &amp; Volunteers to support you &amp; your family.</li> <li>• To understand how to better publicise Special Friends.</li> </ul>
<ul style="list-style-type: none"> <li>• Photographs of you &amp; your family at Special Friends' groups and events.</li> </ul>	<ul style="list-style-type: none"> <li>• To keep a record of our events and encourage others to join us.</li> </ul>

We are legally allowed to process your personal data because you give us the permission to do so. We will only use your personal data according to your consents and also to fulfil our legal obligations, for example, to the Charity Commission or the Health and Safety Executive.

Data will only be shared with our Trustees or Volunteers, who have been fully briefed on confidentiality and on our data protection policy. Data will only be shared as and when required in order to keep you safe and better support you and your family.

Data will only be shared with an appropriate level of security that complies with current data protection legislation including over trusted secure networks and in encrypted files or controlled documents.

The retention period will be for as long as you remain an active member (eg attending our events or keeping in touch with us). If we have not heard from you within 2 years we will contact you again to regain consent to keep your data.

You have the right to complain to the ICO if you think there is a problem with the way we are handling your data. You can call their helpline on 0303 123 1113. You also have the right to withdraw this consent at any time by contacting us.<sup>1</sup>