

## Privacy Notice

Medway and Parents Carers Forum (MPCF) is committed to protecting and respecting your personal information. We take our duty to process your personal data very seriously.

This Privacy Notice should be read in conjunction with the full [Data Protection Policy](#).

### Personal information that we collect-

We may collect, store and use the following information:

- About you: name, address, telephone numbers, email address, ethnicity, meetings/events attended.
- About your child/children: age, disability/special educational needs and type of education setting attended.

### How will we collect information?

- Information that you provide by filling in forms. This includes information provided on membership forms and event booking forms completed in hardcopy or online.
- If you make an enquiry in person, by email, telephone, Facebook or Twitter we may keep a record of that correspondence.
- We may ask you to complete surveys/consultations that we use for evidence gathering and research.
- Usage data for our website, email, Facebook and Twitter accounts.  
Any information that we collect through the use cookies is completely anonymous and not personally identifiable. Our systems will not store your name, address, telephone number, or email address unless volunteered to us by you. This shall be treated as proprietary and confidential; we do not sell or share your details with any third parties. Additionally, none of the cookies we use gather any information that can be used to advertise services or products to you from our or any other website.

### How we use your personal data

- To administer our membership database
- To inform you of news, events, activities and resources
- To deliver services e.g. workshops and events
- To contact you via surveys/consultations
- To fundraise and promote the interests of MPCF

### What is the legal basis for processing your personal data?

- Your data is processed because it is necessary for our legitimate interests. We will always take into account your interests, rights and freedoms.

- Some of our processing is necessary for compliance with a legal obligation. For example, we are required by HMRC to keep Gift Aid records.
- We may also ask for the consent of the data subject (members and service users) so that we can keep you informed about news, events, activities and resources and to process donations, including gift aid.

## Sharing your personal data

We will not pass your personal information on to any third parties, except if there is a safeguarding issue or legal requirement to do so under legal or regulatory requirements. We will notify you before we do this, unless we are not allowed to do so legally.

## How long do we keep your personal data?

We keep membership information until your youngest child with special educational needs and/or disabilities is 25.

All other personal information including enquiries, correspondence and transactions will be kept for no more than 6 years.

## Your rights and your personal data

You can contact us at any time ([info@medwaypcf.org.uk](mailto:info@medwaypcf.org.uk)) to:

Request to see, change and delete the information we hold about you  
Change your personal preferences for receiving communications from us by post, email, phone or text

You have the right to complain to the Information Commissioner's Office.

## Further processing

If we wish to use your personal data for a new purpose, not covered by this Notice, then we will contact you to seek your prior consent to the new processing.

## Data security

We will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. We will take reasonable technical and organisational precautions to store, process and transport all personal information you provide in a secure manner.

## Changes to privacy notice

We reserve the right to update this privacy notice at any time. We may update this privacy policy by posting a new version on our website at any time. You should check this page occasionally to ensure you are familiar with any changes.