**WILD Young Parents Project**

**Privacy Statement**

WILD Young Parents Project will work hard to treat personal and confidential organisational information with equal care and respect. WILD's Manager and our Chair of Trustees take the protection of data seriously and will ensure all measures are put in place to ensure a data breach will not happen within our organisation.

What personal information do we hold at WILD and why do we hold it?

We keep information about families that we work with in order to support and meet their needs. Young parents and their children who attend WILD complete an enrolment form. This form then gives consent to our holding and sharing their information as necessary. As we are commissioned by the Local Authority, they may need to see some of this information to support our contract with them

We keep personnel information about staff members, which will be held on our database, Lamplight. Paper copies are held in a lockable filing cabinet. It is not shared with any other agency unless for a specific purpose where consent will be sought beforehand. Information held on staff members who no longer work for the organisation will be destroyed after 7 years. Consenting to work for us means that staff are consenting to us holding this information about them.

We hold information about funders, suppliers or other agencies, so that we can fulfil those contracts.

Your rights

Your personal information is owned by you. If you have any questions or issues with the way in which we are using your data you have the following rights:

* ​You can ask to see what data we hold on you (right of access)
* You can ask for information to be corrected or erased
* You can ask to receive a copy of the information we hold for you
* You can object to the way in which we use your information
* You can complain to the supervisory authority

If you wish to enact any of these rights then you can do so by emailing our DPO alison.richmond@wildproject.org.uk

Retention and data storage

When we store data, reasonable measures are taken to protect personal information from access by unauthorised persons. This information will be stored, archived and backed up as part of internal systems which are hosted by Microsoft cloud and therefore conforms to the General Data Protection Regulation 2018.

Where else does data go?

In the course of running our organisation, some data does get transferred outside of our organisation:

1. To process salary, the relevant information will be passed to our payroll bureau, Lang Bennetts
2. Financial information will be shared with our accountants and the Charity Commission
3. Staff working from home will only work using laptops or mobile phones provided by WILD. They will use secure internet connections in their own home. Any neccessary paperwork will be transported in a lockable laptop bag and used appropriately within the external setting.
4. If you need more information, here's who can help:
* **Data Controller**: WILD is a data controller, the Project Manager is Jo Davies, WILD Young Parents Project, The Old Art School, Clinton Road, Redruth TR15 2QE jo.davies@wildproject.org.uk
* **Data Protection Officer**: Alison Richmond – alison.richmond@wildproject.org.uk