**Shine!
Privacy Notice**

At Shine!, we take your privacy seriously and will only use your personal information to contact you in order to provide the service(s) you have requested from us.

**Who are we?**

We are Shine! We are Voluntary Organisation. Our registered address is 4 Elm View, Somerford Keynes, Cirencester, Glos. GL7 6DH.

**What type of information is collected from you?**

The personal information we collect will be limited to that which is necessary for us to provide your place on the Shine programme for a course of 12 weeks. This may include name, telephone number, name and age of your child, child allergy and medical information, next of kin name and telephone number, and Health Visitor name.

**How is your information used?**

We may use your personal information to:

* Contact you
* Contact your next of kin in case of a medical emergency
* Contact your Health Visitor
* Provide a Creche place for your child
* Reporting a Safeguarding Issue to relevant authority

We will not use your personal information for any reason other than the above. We will only contact you about our services if you have given your permission for us to do so. We will not pass your personal information on to any other individual or organisation outside that which is listed above.

We will retain your personal information for the duration that you attend our workshops, after which all paperwork will be destroyed.

**Your rights**

You have certain rights over the personal information we hold on you, including the following:

* The right to access the personal information we hold on you;
* The right to request rectification of your personal information, where it is found to be inaccurate;
* The right to request erasure of your personal information;
* The right to request that we do not further process your personal information;
* The right to object to our processing of your personal information;
* The right to request that we transfer your personal information to another organisation;
* The right to lodge a complaint with the Information Commissioner’s Office (ICO) if you are concerned about the way we are handling your personal information; and
* The right to withdraw consent for us to process your personal information

Please note that, if you prevent us from processing your personal information, we may be unable to continue providing the service(s) you have requested. You are required to provide any personal information as a contractual or statutory requirement.

**How to contact us**

If you have any concerns over how we are using your personal information, or to make a request as per your rights above, please contact us on laurainecheesman@yahoo.co.uk.

**Legal basis for processing personal data**

Under the General Data Protection Regulation (GDPR), there are a limited number of legal grounds for collecting, storing and using personal information.

By signing below, you are consenting for us to process your personal information in order for you to attend our Shine Workshops.

Name:

Signature:

Date