

Privacy Notice – The Speedwell Trust

Effective 25th May 2018.

The Speedwell Trust is committed to protecting personal information. In this policy ‘us’ or ‘we’ means the Speedwell Trust. This notice explains how and why we collect information about our users.

1. Who we are

The Speedwell Trust is a Charitable Trust managed by a Board of Trustees and registered with the Charity Commission for Northern Ireland, charity number 105494.

The Speedwell Trust’s mission is ‘Developing young people, inspired by nature’. We work on a range of programmes for schools, families, children and young people including:

- Shared education programmes
- Good relations programmes
- Environmental programmes
- Outreach workshops in schools
- Forest school, outdoor activities and team building
- Family projects, programmes and activities through the SOFT Project, Cookstown
- Out of school informal projects – summer schemes, Halloween activities, workshops, after school clubs.

We operate from our centre at Parkanaur Forest Park, Dungannon and have a base in Coolnafranky House, Molesworth Street, Cookstown for the SOFT Project.

SOFT – Supporting Our Families Together, aims to help young people reach their full potential at school by working with families in the Cookstown area.

2. Information we gather

The Speedwell Trust gathers information about our schools, children and young people. We use this information to record the numbers of users on our programmes in the following ways:

Information Schools Provide us

- Through bookings using our booking system: school contact details, email addresses, telephone numbers, on occasion bank account details and number of participants;
- We collect data on number of participants generally recorded by section 75 criteria for equality monitoring, but we do not identify individuals- it is a total number count.

Information Parents provide us:

- Permission forms for young people registering with Speedwell for our out of school programmes e.g. Halloween, summer schemes, workshops and after school clubs
- Details on age, date of birth, parent contact details, medical details, additional needs, emergency contact.

3. How we use this information

We use contact data and occasionally bank account details from schools for administrative and financial management purposes. We maintain a contact database of schools working with us and

seek permission to include schools in a mailing list should we wish to send you details of upcoming events or activities of the Speedwell Trust.

Similarly, we use information from parents for administrative and occasionally financial management purposes to advertise summer schemes and out of school events. We will ask your permission to contact you should we wish to send you details of upcoming events or activities.

The information on young people (permission, health and dietary needs etc) is necessary to enable us to provide the best possible experience for young people and we take extra care to protect these details.

If you volunteer with Speedwell we collect information necessary to legally process Access NI checks and ask for references. This data is stored securely.

We use general data on numbers and Section 75 areas to report to organisations funding the Trust's work. We have a legal responsibility through grant contracts, to report data to the organisations funding the work of the Speedwell Trust. We share attendance lists and numbers as evidence of our work.

The SOFT Project

Speedwell is legally responsible for managing the SOFT Project. In addition to collecting details on events, young people's events and numbers for funding purposes, the project also collects data from families through family information forms at the outset of you registering with the project. This information is used to put in place the best possible support to meet the needs of families. We update this information as we progress through the project, for evaluation purposes and also to enable us to provide ongoing support as needs change.

Information about you from third parties

We work closely in SOFT with 7 schools and sometimes outside agencies such as a counselling service. We will always seek your written permission to share information with anyone other than SOFT.

Your rights

You have the right to:

1. Request that we delete your personal data
2. Request a copy of the personal information we hold about you. We require you to prove your identity with two pieces of identification. We will respond within 1 month of the request.

Changes to this notice and the way we treat personal information

We may update the terms of this policy notice at any time, so please check back.

Enquiries and complaints

The Data Protection Officer in Speedwell is the first point of contact regarding any enquiries arising from this Privacy policy, through: The Speedwell Trust, Parkanaur Forest Dungannon, BT70 3AA.

You may also complain directly to the Information Commissioners Office www.ico.org.uk