

Privacy Statement: for children 13 and over, young people and adults

Our contact details:

Name: People, Potential, Possibilities (P3 Charity)
Address: Eagle House, Cotmanhay Road, Ilkeston, DE7 8HU
Phone Number: 0115 850 8190
E-mail: governance@p3charity.org

People, Potential, Possibilities (P3) is a registered charity and incorporates The Rugby Portobello Trust. This Privacy Statement describes what information is collected when you use our childrens' and young peoples' services.

The type of personal information we collect:

- Personal information (such as name, date of birth and address)
- Characteristics (such as ethnicity, language, and nationality)
- Attendance information (such as sessions attended)
- Assessment information
- Relevant medical information
- Special Educational Needs information
- Exclusions / Behavioural information

We will also be collecting emergency contact details for someone (most likely your parent/guardian) to include email and phone number.

Why we collect and use this information

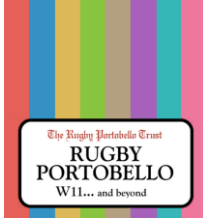
We use your data:

- to support learning
- to monitor and report on progress
- to provide appropriate pastoral care
- to assess the quality and impact of our services
- to comply with the law regarding data sharing

The lawful basis on which we use this information

We collect and process data under the following legal basis for processing:

Article 6 (GDPR)



1. the data subject has given consent to the processing of his or her personal data for one or more specific purposes;

Article 9 (GDPR)

1. the data subject has given explicit consent to the processing of their personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject.

Your consent. You are able to remove your consent at any time. You can do this by contacting the governance team at governance@p3charity.org.

Collecting information

Whilst the majority of your information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing data

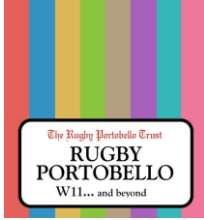
We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

We employ a variety of physical and technical measures to keep your data safe and to prevent unauthorised access to, or use or disclosure of your personal information.

Electronic data and databases are stored on secure computer systems and we control who has access to information (using both physical and electronic means). Our staff receive data protection training and we have a set of detailed data protection procedures which personnel are required to follow when handling personal data.

We will never share your personal information with other organisations for marketing, market research or commercial purposes.



Who we share information with:

We routinely share your information with:

- our Local Authority (The Royal Borough of Kensington and Chelsea)
- Commissioners and funders of our services
- professional bodies relating to safeguarding children and adults

Internal research and analysis:

We carry out research and analysis on our clients and referrers, to determine the success of services and identify patterns and trends. This helps inform our approach towards services and make us a stronger and more effective organisation. Understanding those who use our services, their interests and what they care about also helps us provide a better experience.

We may aggregate and anonymise personal data so that it can no longer be linked to any particular person. This information can be used for a variety of purposes, such as to identify trends or patterns within our client groups. This information helps inform our actions, assess demand and shape and improve services.

How long do we keep hold of your information?

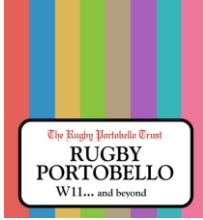
We will only use and store information for so long as it is required for the purposes it was collected. How long information will be stored for depends on the information in question and what it is being used for. For example, if you ask us not to send you marketing emails, we will stop storing your emails for marketing purposes (though we'll keep a record of your preference not to be emailed).

We continually review what information we hold and delete what is no longer required. Your personal data, including support plans/risk assessments, is stored for up to twenty years following the last contact P3 has with you. P3 will follow its Retention Policy and Schedule. Contact us on governance@p3charity.org for a copy of this policy.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information. P3 Charity will not usually charge for this service; however we reserve the right to do so or to refuse the request if it is deemed to be manifestly unfounded or excessive in nature.



Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us at governance@p3charity.org if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at governance@p3charity.org.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113
ICO website: <https://www.ico.org.uk>