PARADISE COOPERATIVE PRIVACY POLICY

The Paradise Co-operative is committed to protecting your privacy. This statement explains how we use any information you give to us and the ways in which we protect your privacy. We ask you to read it carefully. We may be required to change it from time to time, so we also ask you to check it occasionally to make sure you are aware of the latest version.

The policy explains how we comply with the Data Protection Act and the General Data Protection Regulation 2018. We treat any personal information (which means data from which you can be identified, including your name, address, e-mail address, etc.) that you provide us, or that we obtain from you, in accordance with the provisions of the Data Protection Act. Under this Act, we have a legal duty to protect any information we collect from you.

How we collect the information
We will receive information about you and anyone (including children) who attend our clubs or site in a number of different ways.
You may give us the information when you:

- Apply to us for volunteering, employment, visiting or to join one of our clubs, via our website, via e-mail or other correspondence
- When you sign up to one of our newsletters
- When you let us know about a change in your personal circumstances

How we use the information about you
We use the personal information that we have about you (or your children) for the running various clubs or events to comply with legal requirements. These generally fall into the following areas.

1. Administration – This applies to past, current and potential future volunteers, workers, visitors, children and their parents or guardians. We may also use this information for the provision of childcare.
   The types of personal information we collect and use include:
   - Your personal details;
   - The personal details of your child (if applicable);
   - The payment of fees due;
   - Details of your emergency contacts, or the child's Family or guardians and an emergency contact who may not be a family member (so we can contact you in case of an emergency)
   - Medical information (so we can cater for any special needs)

2 Provision of Education – This applies to past, current and potential future visitors, children and their parents or guardians.
   We use this information to ensure that your child's development needs are catered for.
   The types of information we collect and use include:
   - Education and Training Details (so we can ensure your child's development needs are catered for)

3 Keeping you informed – This applies to current, past and potential future volunteers, workers, visitors, children and their parents / guardians.
   We use this information to keep you updated about events at Paradise Co-operative e.g. to let you know about news, events and changes to schedules.
   The types of information we collect, and use include:
   - Email address. So we can email you updates and newsletters.

   (Note: This is optional, and you can opt out of receiving email updates at any time).

How long we keep your information for:
For adults we will hold your personal data for the duration of you time with us. The period for which your data is held after you leave us is 5 years.

We are required to keep certain personal information including registers, medication records and accident records pertaining to the children for at least 3 years after the child has left Paradise Cooperative (sometimes much longer). This is in order to comply with 'Early Years Foundation Stage Welfare Requirements' (given legal force by Childcare Act 2006) and other legislation (e.g. Limitation Act 1980/ The Statute of Limitations (Amendment) Act 1991).

Who we share your information with:
Generally, we only use your information within Paradise Co-operative. There are some occasions when we need to share personal information about you and / or your child with third parties. These are:

1. To make any payments.
2. In case of an emergency, we may need to share with the emergency services details of you or your child including details of any medical conditions as provided to us by you.
3. To contact you when we want to inform you about events at Paradise Cooperative.

Where we store personal data
We use third party data processors; these are secure online systems and any personal information shared with us is stored securely for necessary use by Paradise Co-operative.
The following systems are in use and their privacy statements and policies can be found below.

4. Dropbox: An online cloud-based storage system, is used for necessary data storage including personal information when relevant. Dropbox terms of service statement: “When you use our Services, you provide us with things like your files, content, messages, contacts and so on ("Your Stuff"). Your Stuff is yours. These Terms don't give us any rights to Your Stuff except for the limited rights that enable us to offer the Services.” Dropbox privacy policy can be found here.
5. Google drive: Google drive, an online cloud-based storage system, is used for necessary data storage including personal information when relevant. Google Drive terms of service state, "You retain ownership of any intellectual property rights that you hold in that content. In short, what be- longs to you stays yours." Google privacy policy can be found here.
6. Mailing lists: When we contact you via a mailing list we use an external platform called Mailchimp and their privacy policy can be found here. You can opt out of receiving mailing list emails at any time
7. Website back-end: please see our website privacy policy

Where we process your personal data
As we use third party storage systems (detailed above), personal information may be stored in servers outside of the United Kingdom. We will only use your personal information in the United Kingdom.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Lauren Duncan, Head of Education.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

Our commitment to you

We will process your personal information in line with the Data Protection Act. This means that we will:

8. Only collect and hold information about you which we need for some reason;
9. Keep your personal information up to date and accurate (to help us do this, please let us know if any of your details change);
10. Take appropriate steps to protect your personal information from being used without permission, or illegally, and to safeguard your rights; and
11. Destroy your personal information in a secure way once we no longer need it.

Your rights
You have certain rights over your personal information. Most importantly, you have a right to ask for a copy of all the personal information we hold about you but there are some legal exceptions to this, such as information which is confidential to us. If you would like a copy of your personal information, you should contact us on team@paradisecooperative.org.