

SEW MINDFUL CRAFTS CIC

# Privacy Policy

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**Board of Directors**



# Privacy policy

This Privacy Policy describes what Sew Mindful Crafts CIC does with the personal information you provide it with. We are a Data Controller for the purposes of General Data Protection and current Data Protection Legislation. The EU General Data Protection Regulation (GDPR) is effective from May 25 2018 including Article 6 'lawfulness of processing' and Article 9 'Processing of special categories of personal data'

It applies to information at Sew Mindful Crafts CIC about:

- Visitors to our website
- People who use or may use our services. This includes for example:
  - Students attending our venue.
  - employers who take a student on work experience or placement
  - employers who employ an Apprentice
  - members of our workforce
  - Individuals who request information from Sew mindful Crafts .

If you are asked to provide personal information to us, it will only be used in the ways described in this Privacy Notice.

If you have any questions about this notice, please contact our Administrator

[Info@sewmindfulcrafts.co.uk](mailto:Info@sewmindfulcrafts.co.uk)

For more information you can read our full Data Protection Policy

**The categories of the information that Sew Mindful Crafts collects, holds and shares includes, but is not limited to:**

- Personal information (such as names, number, address, date of birth, national insurance number)
- Contact information (which may include phone number, email and postal address)
- The personal information of Customers, parents/guardians of students aged 18 and under (such as name, address, phone number and email address)
- Post 16 Educational Information (including qualifications, grades, learning support needs, attendance information – number of absences and reasons and individual achievements)
- Characteristics (such as gender and if the same as at birth, age, ethnicity, first language, nationality, country of birth and free school meal eligibility)
- Any relevant medical information
- Special educational needs
- Disciplinary and behavioural information
- Assessment information
- Financial information (bank details)
- Information about personal preferences and interests
- Company information, (financial, staff, professional development records)
- Website usage data
- Staff contract information (start dates, hours worked, post, roles and salary information, annual leave entitlement, employment history and professional development).

## **CHANGES TO THIS PRIVACY NOTICE**

Sew Mindful Crafts CIC will keep this Privacy Notice under regular review and reserve the right to change it as necessary from time to time or if required by law. Any changes will be immediately posted on our website.

## **HOW WE USE THIS DATA**

Your personal information will be used for purposes relating to education, training, employment, general advice services, well-being and research and informing you of Sew Mindful crafts activities. We may share non-sensitive personal information about you with other organisations as follows:

Most of the information is passed to Government agencies (including but not limited to the Education and Skills Funding Agency) to meet funding arrangements. Where necessary it may also be shared with the Department of Education (DFE) the information is used for the exercise of functions of these Government departments and to meet statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. It is also used, in collaboration with the appropriate organisations, to create and maintain a unique learner number (ULN) and a Personal Learning Record (PLR).

It is used by Sew Mindful Crafts CIC :

- To process applications, enrolments and workforce development programmes and contracts
- For our own internal records so that it can provide you with a high quality service
- To contact individuals in response to a specific enquiry
- To customise our services so they work better for individuals
- To contact individuals about activities, fund raising events, marketing and other things provided that we think it may be relevant
- To contact individuals via email, telephone or mail for research purposes

At no time will the Sew Mindful Crafts assume permission to use information that is provided for anything other than the reasons stated here.

The information provided may be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education, training, employment and safeguarding. This will only take place where the sharing is in compliance with the GDPR.

Individuals may be contacted after they have completed their programme of learning to establish whether they have entered employment or gone into further training or education.

Sew Mindful Crafts CIC has identified that it meets a number of lawful basis for processing (as set out in Article 6 of GDPR). In summary:

- For processing enquiries and applications to our organisation the lawful basis is legitimate interest
- For communicating with those who have submitted an enquiry i.e. responding to their enquiry, inviting them to related events and sending updates on our activities and opportunities, the lawful basis is legitimate interest.

- For communicating with those who have submitted applications i.e. informing them of their application progress, inviting them to related events and sending updates on Sew Mindful Crafts activities and opportunities, the lawful basis is legitimate interest
- For processing information relating to enrolled students and customer' programmes of study, the lawful basis is legal obligation and public task
- For processing information relating to enrolment on an individual's programme of study, the lawful basis is legal obligation in relation to information we are required to provide to Government departments by law and public task in relation to information required to ensure we run our organisation safely and effectively
- For communicating with enrolled students/ customers and their named parent/guardian in relation to any closure, disruption of services, after our activities, personal performance and attendance and information relating to safeguarding and wellbeing the lawful basis is public task
- For communicating with students/ customers in relation to important educational messages, work experience and employment opportunities, updates and courses that provide progression opportunities, the lawful basis is legitimate interest
- For communicating with enrolled students/ customers and their parents/guardians/carers in relation to any activities and progression opportunities, including new courses the lawful basis is legitimate interest
- For taking photographs of students / customers for marketing purposes the lawful basis is consent, which will be explicit. Consent will be gathered before photographs are taken. Consent can be withdrawn and a request for the data to be destroyed can be made by emailing [info@sewmindfulcrafts.co.uk](mailto:info@sewmindfulcrafts.co.uk) or by phone to 01709 860881
- For gathering information about the destination of an individual once they have left our organisations venue the lawful basis is legitimate interest

## SECURITY

Sew Mindful Crafts will hold personal information securely. To prevent unauthorised disclosure or access to personal information, it has strong organisational and technical security safeguards. Sew Mindful Crafts follows stringent procedures to ensure it processes all personal information in line with the GDPR.

### Information Sharing and Disclosure

Sew Mindful Crafts does not sell or rent personal information. Information may by necessity be disclosed to appropriate staff members of our organisation & Government Bodies (as previously outlined). Organisations that we may share personal information with include:

- Awarding Bodies
- Companies House
- Department of Education
- Education Skills and Funding Agency
- Employers
- HMRC
- Local Authorities
- Organisations that students / customers may attend after leaving us
- Pension Service
- Police
- Schools & colleges

- Social Care
- Department of Health
- Sub-contractors

Information may be shared with third parties if it is in connection with the service being provided to individuals, for example, we might share information with market research companies contracted to undertake work on our behalf to assess satisfaction with our service. If, as part of the entry requirements for any individual who is applying for a job with Sew Mindful Crafts, any needs to take up a reference or obtain 'disclosure' from the Disclosure and Barring Service, it will inform you beforehand.

Parental consent may be required for the processing of personal data in relation to students / children any applications or enrolments. There may be exceptions in regards to students/ customers with severe learning difficulties and those who are otherwise unable to decide for themselves. Sew Mindful Crafts has found that it is very beneficial to the young person's progress as a student if our organisation is able to engage with the parents/guardian or carer. Therefore, it is very important that we have the parents' details recorded on our systems.

## **VISITORS TO THE WEBSITE**

We are committed to maintaining the trust and confidence of our visitors to our web site. In particular, we want you to know that Sew Mindful Crafts is not in the business of selling, renting or trading email lists with other companies and businesses for marketing purposes. In this Privacy Policy, we've provided lots of detailed information on when and why we collect your personal information, how we use it, the limited conditions under which we may disclose it to others and how we keep it secure.

Sew Mindful Crafts is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, you can be assured that it will only be used in accordance with this privacy statement.

### **What we collect**

We may collect the following information:

- name and job title
- contact information including email address
- demographic information such as postcode
- Any other information relevant to our organisation

### **What we do with the information we gather**

We require this information for the following reasons:

- To accurately respond to your query or request for information
- Internal record keeping.

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

### **How we use cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to track visitor use of the website and to compile statistical reports on website activity.

A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

### **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Any individual can request that the College delete their personal data. This request for erasure can be made by emailing [info@sewmindfulcrafts.co.uk](mailto:info@sewmindfulcrafts.co.uk)

Whilst GDPR doesn't provide an absolute right to have your personal information deleted by an organisation (for example they do not need to delete personal information if they are obliged to keep it by law or have another legitimate reason to keep it) Sew Mindful Crafts will review each request or erasure on a case by case basis.

## **USE OF OUR SERVICES**

### **People who use our services**

Sew Mindful Crafts holds the details individuals provide in order to deliver programmes of study, workforce development programmes and other services which meet specific needs. It only uses these details to provide the service an individual has requested and for other closely related purposes. For example, it might use information about people who have enquired about a course to carry out a survey to find out if they are happy with the level of service they have received or it might use information about an employer offering a student / customer work experience to contact them about a new scheme or grant.

Information may by necessity be disclosed to appropriate staff members of our organisations and to Government Bodies (to fulfil our statutory responsibilities) such as the Education and Skills Funding Agency, the Department for Education and auditors or local partners.

### **INFORMATION REQUESTS**

If an individual requests information from Sew Mindful Crafts by letter, telephone, email, submitting an enquiry form or from a sales appointment, we will make a record of that enquiry and will use the information to provide the individual with a response. It will only use the information for these purposes and to provide a follow up service to ensure that it provided the individual with what they asked for.

#### **Accessing Your Own Personal Information**

Individuals have the right to ask for a copy of any of their personal information held by Sew Mindful Crafts. They can make a 'subject access request' under GDPR. Any request should be made directly to [info@sewmindfulcrafts.co.uk](mailto:info@sewmindfulcrafts.co.uk)

#### **Requests to delete personal data**

One of the key principles which underpin the GDPR is the right of an individual to request the deletion or removal of personal data where there is no compelling reason for its continued processing. This is also known as the right to be forgotten.

Any requests from individuals to:

- Have inaccurate personal data rectified (right to rectification)
- Restrict or suppress their personal data (right to restrict processing)
- Obtain and reuse their personal data for their own purposes across different services (right to data portability)
- Object to how their personal data is used should be made directly to [info@sewmindfulcrafts.co.uk](mailto:info@sewmindfulcrafts.co.uk)

#### **STORING OF STUDENT / CUSTOMER DATA**

- We will hold student / customer data for 7 years following any last entry which is in accordance with the Education and Skills Funding Agency (ESFA) requirements.

#### **COMPLAINTS OR QUERIES**

If there are any questions about Sew Mindful Crafts collection and use of personal data please contact us at [info@sewmindfulcrafts.co.uk](mailto:info@sewmindfulcrafts.co.uk) . We are happy to provide additional information if it is required. If you have any concerns about the way Sew Mindful Crafts has handled or is handling your personal information, or you wish to make a complaint because we have not complied with our obligations, you can make a complaint to the Information Commissioner's Office (ICO). You should raise your concerns within three months of your last meaningful contact with Sew Mindful Crafts. Details of how to do this are on the Information Commissioner's Office website. [www.ico.org.uk](http://www.ico.org.uk)