



The Ministry of Parenting (CIC)

Promoting Creativity in Parenting Support.

Contact Us

The Ministry of Parenting (CIC)

Suite 6

Wellington House

90/92 Butt Road

Colchester

Essex

CO3 3DA

01206 562626

www.theministryofparenting.com



Who are our partner organisations?

We work closely with many organisations including schools, Emotional Wellbeing and Mental Health Services, pediatricians, statutory services and local charities.

We will not share information with other organisations without your permission; unless the safety of yourself or others requires us to. Or if a formal court order has been issued.

**YOUR
INFORMATION
WHAT YOU
NEED TO
KNOW.....**

This leaflet explains why we 'collect' information about you and the ways that The Ministry of Parenting might use it



Why we collect information about you.

As a Community Interest Company, we write grants to get funding...this funding means we can work with you at little to no cost (to you). Each of these grants will require information about the work we do and who we are working with. This information is known as demographics (age, gender, post codes etc.).

If you are a professional on one of our trainings we will log your information into our database – it may be that in years to come you will be looking to become accredited and we require a record of when you did you training with us.

What happens next?

After your group or workshop, staff at The Ministry of Parenting write an

evaluation of that piece of work, or group. ALL evaluations are reported anonymously; you are often referred to as a number (We never think of you as a number though!) Evaluation information often is used in writing new grants – so our work continues.

Training evaluations are read, reviewed and destroyed.

How we keep your records

We have a legal duty to keep your information confidential and secure. All your information is stored securely and only The Ministry of Parenting staff has access to it. Our offices are accessed by not one, but two key coded access doors.

All paper personal information is kept in locked cupboards in the clinical office. We upload your information onto our computerised system which is cloud based. Making it really secure as this is password protected too.

We keep your computerised information for six years

The member of staff who is working with you may have your telephone number on their mobile phone (which is passcode protected) on it. When your group finishes your number will be deleted from their phone, unless you agree to them keeping it for information on workshops or other groups; ensuring we are complying with the new data protection rules

Keeping in touch

From time to time we may wish to contact you to offer additional Parenting information or services which may be of interest to you. In order to do this we require your consent. Your consent is asked for either on your referral form or sign up form.

Your right to withdraw consent

At any time, you have the right to refuse or withdraw consent to us keeping your personal information. Please speak to a member of staff about how you go about this.

