



THE MINISTRY OF PARENTING

PRIVACY NOTICE

This privacy notice explains how we use any personal information we collect about you.

What information do we collect about you?

We collect information about you when you engage us for training or to take part in one of our group, workshops or projects. This information will relate to your personal circumstances. It may also include of personal data such as data about your family, if this is necessary for the provision of our services.

We may also collect information when you voluntarily complete evaluation forms or provide feedback to us.

Information relating to usage of our website is collected using cookies. These are text files placed on your computer to collect standard internet log information and visitor behaviour information.

Why do we need to collect and use your personal data?

The information that we collect about you is essential for us to be able to carry out the services that you require from us effectively. Without collecting your personal data we'd also be unable to fulfil our legal and regulatory obligations.

How will we use the information about you?

We collect information about you in order to provide you with the services for which you engage us.

Who might we share your information with?

If you agree, we may email you about other services that we think may be of interest to you.

We won't share your information for marketing purposes with companies outside our company.

In order to deliver our services to you effectively we may send your details to third parties such as those that we engage for professional compliance or accountancy. As well as to the commissioning funded of the service. Where third parties are involved in processing your data we'll have a communication in place with them to ensure that the nature and purpose of the processing is clear, that they are subject to a duty of confidence in processing your data.

Where it's necessary for your personal data to be forwarded to a third party we'll use appropriate security measures to protect your personal data in transit. This may include the use of password protection and encryption software.

How long do we keep hold of your information?

In principle, your personal data shouldn't be held for longer than is required under the terms of our agreement for services with you. However, we're subject to regulatory requirements to retain data for specified minimum periods. We also reserve the right to retain data for longer than this due to

the possibility that it may be required for personal development records or proof of attendance records.

You have the right to request deletion of your personal data. We'll comply with this request, subject to the restrictions of our regulatory obligations and legitimate interests as noted above.

How can I access the information you hold about me?

You have the right to request a copy of the information that we hold about you. If you'd like a copy of some or all of your personal information please email or write to us using the contact details noted below.

When your personal data is processed by automated means you have the right to ask us to move your personal data to another organisation for their use.

We have an obligation to ensure that your personal information is accurate and up to date. Please ask us to correct or remove any information that you think is incorrect.

Marketing

We'd like to send you information about our services which may be of interest to you. If you've agreed to receive marketing information, you may opt out at a later date.

You have a right at any time to stop us from contacting you for marketing purposes. If you no longer wish to be contacted for marketing purposes, please contact us by email or post.

Cookies

We use cookies to track visitor use of the website and to compile statistical reports on website activity.

For further information visit www.allaboutcookies.org

You can set your browser not to accept cookies and the above website tells you how to remove cookies from your browser.

However in a few cases some of our website features may not function as a result.

What can you do if you are unhappy with how your personal data is processed?

You also have a right to lodge a complaint with the supervisory authority for data protection. In the UK this is:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

0303 123 1113 (local rate)

How to contact us

Please contact us if you have any questions about our privacy policy or information we hold about you:

by email at info@theministryofparenting.com

Or write to us at

The Ministry of Parenting (CIC)

Suite 6, Wellington House

90-92 Butt Road

Colchester

Essex CO3 3DA

T: 01206 562626