



Parent Group/Workshop – Protecting Your Personal Information

Summary

To provide our Parenting services properly we will need to collect some personal information. We take your privacy seriously and will only use your personal information to deliver our services. Processing of your personal data is necessary for the performance of our contract for parenting services with you. Generally this is the lawful basis on which we intend to rely for the processing of your data. Our policy is to gather and process only that personal data which is necessary for us to conduct our parenting services appropriately with you. We adopt a transparent approach to the processing of your personal data.

- Data supplied by yourself for the parenting services (i.e. the referral form) is entered on a Cloud based customer relationship management system called SAGE CRM (customer relationship management). Information on to SAGE CRM is password protected and only employed staff at the Ministry of Parenting CIC have access to the passwords.
- For funded groups and workshops we are required to inform the funders on a range of personal data that may be sensitive by nature i.e. data revealing ethnic origin, age, post code, employment status etc.
- For the Early Intervention Project funded groups we need to pass your personal information to the project lead services which are The Children’s Society (if you live in South, West or Mid Essex) or Youth Enquiry Service (if you live in North Essex). Your consent for the service lead use of this data is a requirement on the referral form.
- Depending on the group or workshop that you engage with us we may wish to video record the session or take group photos. Our policy is that should we require to video record or take photos we will only do so with your explicit consent.
- Data supplied by yourself on the parenting evaluation forms is entered on an excel data base for parenting group/workshop reports. No personal names are recorded on the reports. For the Early Intervention funded group copies of the Family Outcome Star forms may be forwarded to the area project lead service.
- Available on our website is our Privacy Notice. This is a separate document which provides more information about the nature of our personal data processing activities and includes details of our retention and deletion policies as well as your rights of access to the personal information that we hold on you.
- If you are concerned about any aspect of our privacy arrangements please speak to us.