

# PRIVACY NOTICE

## DATA PROTECTION LAW

As the result of Brexit and with effect from the 1st Jan 2021, the UK stopped being part of the EU and the EU-GDPR regulations were replaced by the UK-GDPR (2021).

This Privacy Notice sets out most of your rights under the new laws. As the Regulations come into effect and the Information Commissioners Office (ICO) update their rules and best practice, we will continually update this Notice.

## WHO WE ARE

The NNPCF are an organisation that consists of parent carers, who engage in participation coproduction work, to shape services for families who have children with special educational needs and or disabilities.

## COLLECTION OF YOUR PERSONAL INFORMATION

The NNPCF may collect and use the following kinds of personal information through our website / social media / other tools (e.g. survey tool):

- information about your use of the website, social media and other tools including information obtained via cookies
- information that you provide during the use of registration process/joining of our mailing lists, including your name, email address and telephone number for this purpose
- information that you provide for the purpose of feedback on the website, social media and other tools and on any service provided by NNPCF and any other information that you send to NNPCF. We will only use this information for the purposes that you provided it for.
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in our organisation as Data Controller

If you have any questions about the collection and storage of your Personal Information please contact us at [info@nnpcf.org.uk](mailto:info@nnpcf.org.uk) and mark it for the attention of Data Controller.

If you are an NNPCF steering group member, operational support team member or national representative, we will collect and hold information about you to enable us to process timesheets and payments to you compliant with UK law. We will contact you using NNPCF e-mail addresses and will only use other e-mail addresses and phone numbers with your permission.

## USING PERSONAL INFORMATION

The NNPCF may use your personal information to:

- enable your access to and use of the website
- publish your feedback in a way that ensures your full name and personal data are not disclosed
- contact you for the purpose of discussing a conversation that you have previously had.

Your information will be held confidentially. Occasionally we may need to disclose information to our Data Processor or sub-Processor. Where we need to do so, the Data Processor or sub-Processor in question will be obligated to use that personal information in accordance with the terms of this privacy statement.

## INFORMATION PRIVACY & GDPR POLICY



In addition to the disclosures reasonably necessary for the purposes identified elsewhere above, NNPCF may disclose your personal information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, national security and in order to establish, exercise or defend its legal rights.

### SECURING YOUR DATA

NNPCF will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information. We will take reasonable technical and organisational precautions to store, process and transport all personal information you provide in a secure manner.

### HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed. We will keep some records permanently if we are legally required to do so and may keep some other records for an extended period of time to follow best practice. For example, it is currently best practice to keep employment records for 5 years and financial records for a minimum of 3 years, to support HMRC audits.

### UPDATING THIS STATEMENT

NNPCF may update this privacy policy by posting a new version on this website at any time. You should check this page occasionally to ensure you are familiar with any changes.

### YOUR RIGHTS AND PERSONAL DATA

We will confirm whether the data has been deleted or processing has stopped or the reason why this cannot be done (for example because we need it for our legitimate interests or regulatory purpose(s)).

You have the right to lodge a complaint with the Information Commissioner's Office.

### OTHER WEBSITES

This website contains links to other websites. NNPCF is not responsible for the privacy policies or practices of any third party.

### CONTACTING US

If you have any questions about this Privacy Notice or your personal information, please contact us:

- by email to: [info@nnpf.org.uk](mailto:info@nnpf.org.uk)
- by post to: nnpf c/o Contact, 209-211 City Road, London, EC1V 1JN