**Privacy Notice for Kitchen Club Participants**

Parent Club is a **data controller.** This means that Parent Club determines the processes to be used when using your personal data. Our contact details are as follows: Parent Club, 73 Oakwood Road, NW11 6RJ.

* You are under no legal obligation to give us your personal information if you do not wish to.

**In relation to your personal data, we will:**

* process it fairly, lawfully and in a clear, transparent way
* collect your data only for reasons that are appropriate in ways that have been explained to you
* only use it in the way that we have told you about
* ensure it is correct and up to date
* keep your data for only as long as we need it
* process it in a way that ensures it will not be used for anything that you are not aware of or have consented to (as appropriate), lost or destroyed

**We collect and use the following information about parents and children who attend Kitchen Club sessions:**

* Name
* Date of birth
* Gender
* Ethnicity
* Borough of residence
* Photographs and videos
* Impact survey data about nutrition, wellbeing and knowledge of local activities
* Responses from case study interviews
* Records of attendance at Kitchen Club sessions

**We collect data in the following formats:** photographs, video, written (paper) and electronic media (including Word, Excel and pdf files).

**What do we do with your personal data?**

* Your data is stored internally and will only be shared with third parties where it is necessary for the performance of our tasks or where you first give us your prior consent, or if we are required to share it by law.
* We use your personal information to help us organise the activities that we deliver, to keep you informed about those activities, and to evaluate the impact of the work of the Parent Club charity.
* We do not use computers to analyse your data in order to make decisions about what communications the charity should, or should not, send to you.
* As a charity we need to report to our funders and contract providers about the impact of our work. We provide information about our attendance numbers, equal opportunities data, evaluation results and other data requested by the funder such as employment status, disability status or area of residence. This data is provided anonymously, in group form, and there is no way of identifying you from the information we share. We may also share information from case study interviews but this will also be anonymised.
* We may have to share information about the families who attend Kitchen Club if there is any risk to a child’s safety or welfare or if we are legally required to provide the information. Where possible we will tell families about this and get their consent but we may not always be able to do that.
* We only keep your personal data while you come to our activities, either regularly or from time-to-time.
* If we have not seen you at one of our activities for 2 years we will delete your data.

**Access to Your Personal Information and Complaints**

* You have the right to view, amend or delete the personal information we hold about you. You can email your request to our Chief Executive, Chris Brown (kitchenclubinfo@gmail.com). We will respond without delay and in most cases within one month of receipt of the request.
* if you are dissatisfied with the way that Parent Club is collecting, holding, processing and using your personal data you are entitled to complain to the Information Commission <https://ico.org.uk/global/contact-us/>