



## Privacy Policy November 2020

Community By Nature collects personal data from our service users (children, young people, learners, local residents) to inform individuals of training, activities and events held by CBN and for training, safety and funding purposes.

CBN's data controller is Kate Jameson CEO.

CBN is committed to keeping the data we collect secure and private. The data we have is used to contact our service users, funders, partners and supporters. We use data as evidence to prove our effectiveness as a charity. This includes statistics, quotes, and case studies. Certain funders require us to share attendance and some information about participants. Where possible, we keep this anonymous.

CBN asks parents to complete a consent form for children/young people we work with (name, address, parental telephone number, allergies, emergency contact). This information is collected in case of emergency and to prove we had permission for children/young people to join in.

All personal information will be kept securely and privately, with restricted access. There are times when we need to share information with outside organisations, for example- if we suspect someone we work with is at risk of harm, this will usually be done with consent of the person involved. We will never sell personal information.

By signing below, you are giving your permission for CBN to hold the information about you contained in this form for you/your child. You have the right to withdraw your consent for us to hold information about you at any time. You can change your mind at any time if you'd like us to process your information differently. If you'd like to change your consent, speak to Kate Jameson.

You can make a request to see any information that CBN has about you if you are over 13 or about your child if they are under 13.

We never keep personal information for any longer than needed.

If you have any further questions, please contact: Kate Jameson  
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