



1.0 PRIVACY POLICY

Policy Statement

The Bumblebee Children's Charity is committed to respecting and protecting your privacy. Once you choose to provide us with personally identifiable information, you can be assured it will only be used to support your relationship with The Bumblebee Children's Charity.

What information we collect.

We collect details on our families

- To support your child's teaching and learning
- Provide appropriate support.
- Assess how well we are meeting your family's needs.

We collect details on our supporters.

- To keep them informed of the charities progress and news.
- To ensure that we communicate our thanks and gratitude for all support.
- To give the opportunity to stay involved as a valued supporter.

We collect details on our staff.

- To keep records on our staff to honour our obligations as employers.

Who we will share information with.

We will not give any information we hold to anyone outside The Bumblebee Children's Charity, without express consent, unless it is lawful, and our policies allow us to do so.

Security of information

The Bumblebee Children's Charity is committed to ensuring the security of all personal information. We have in place appropriate physical, electronic and procedures to secure the information we collect on families and supporters.

All 3rd party providers used for the administration of The Bumblebee Children's Charity work have been carefully vetted and every precaution made to protect identity and any personal information. We will retain all information for a reasonable period or as long as the law requires.

We will regularly review our data collection procedures to ensure we are compliant with GDPR.

Any breach or near miss of any information will be logged and appropriate action taken to inform the Information Commissioner's Office if required.

Record access request can be obtained by following the policy 1.4 confidentially and client access records.

This Policy was adopted by

The Bumblebee Children's Charity in

Signed on behalf of the Management Committee

April 2018.....

Name of signatory Alison Stonham Role of signatory Charity Principal