



## **1.21 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 the child's teaching and learning.
- To provide appropriate support.
- To assess how well we are meeting children and family's needs.
- We use systems that we store data safely in the cloud.

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 use systems that we store data safely in the cloud.

We collect details on our staff:

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

### **Sharing information**

- 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 and procedures allow us to do so.



## THE BUMBLEBEE CHILDREN'S CHARITY

*miracles in movement*

- We will share information in accordance with our Information sharing and data protection policy and procedures.

### 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 general data protection procedures to secure the information we collect on families and supporters.

All 3<sup>rd</sup> party providers used for the administration of The Bumblebee Children's Charity work are 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 and information sharing procedures (at least annually) to ensure we are compliant with General Data Protection Regulations.

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

This privacy policy should be read alongside our Information sharing and data protection policy.

### Reference material:

[Data Protection Act 2018](#)

This Policy was adopted by The Bumblebee Children's Charity on

Date	March 2025
Name of signatory	Lindsay Warne
Role of signatory	Charity Administrator
Signed on behalf of the Trustees	