**Privacy Notice Policy**

**AIM OF POLICY**

The Data Privacy Policy is published in order to comply with the provisions of the General Data Protection Register (GDPR), the Data Protection Act 1998, and the Freedom of Information Act 2000.

SEN Venture Saturday Club & Holiday Play-Scheme respects the privacy of all who engage with the SEN Venture Saturday Club & Holiday Play-Scheme website.

SEN Venture Saturday Club & Holiday Play-Scheme will only collect the minimum levels of personal data necessary to support our operational processes and will never share, or sell personally identifiable data collected in the course of maintaining SEN Venture Saturday Club & Holiday Play-Scheme business; without clearly gaining informed consent from our users who may be affected by that action.

SEN Venture Saturday Club & Holiday Play-Scheme also publishes this policy to ensure all data management and data utilisation processes are transparent to our users; and to clearly explain what data we collect and how we use any personal information that you supply to us. Except set out below, we do not share, or sell, or disclose to a third party, any information collected through our website.

**HOW WE COLLECT INFORMATION**

SEN Venture Saturday Club & Holiday Play-Scheme only collect information that are required to enable our Saturday Club & Holiday Play-Scheme to deliver its services and only the minimum level of data is captured at each point.

We collect personal information about you when you:

* register with our Saturday Club & Holiday Play-Scheme;
* book a place on our Saturday Club & Holiday Play-Scheme;
* complete a SEN Venture Saturday Club & Holiday Play-Scheme survey;
* Enquire about any of our activities or services.

 The data that is captured through your interactions with SEN Venture Saturday Club & Holiday Play-Scheme are stored securely and are only accessible to accredited administrative users with specific access permissions. Data in transit between web-pages and the data stored, where possible are encrypted in transit to minimise the risk of interception.

**WHAT INFORMATION WE COLLECT**

***The types of personal information SEN Venture Saturday Club & Holiday Play-Scheme collects may include:***

* Your name;
* Your child’s name;
* Your child’s date of birth;
* Your address;
* Your telephone(home and mobile) and email address;
* Your child’s emergency contact including GP’s information;
* Your child’s diagnostics;
* Your child’s other medical needs including medications;
* Information’s on how to best care for your child.

**HOW WE USE YOUR INFORMATION**

***SEN Venture Saturday Clubs & Holiday Play-Scheme uses the information that you give to us:***

* To best care for your child while at our Saturday Clubs & Play-Scheme;
* To contact you about your child;
* To contact the council if required;
* To contact your child’s GP if required;
* To improve the information and services SEN Venture Saturday Club & Holiday Play-Scheme offers to its users. (This includes improving our capability and general improvement of our Saturday Club & Holiday Play-Scheme website and review functionality and presentation);
* To contact you about activities we are running on Saturdays and School holidays;
* Where we need to collect personal data by law, or under the terms of a contract we have with you, and you fail to provide that data when requested, we may not be able to perform that contract. In that case, we may have to stop providing a service to you. If so, we will notify you of this at the time.

SEN Venture Saturday Club & Holiday Play-Scheme may link data captured from our Saturday Club & Holiday Play-Scheme, at a personal level, in order to improve our understanding of service utilisation and to support analyses on site utilisation and activity, but SEN Venture Saturday Club & Holiday Play-Scheme will never publish, share or sell personal identifiable data without explicit and informed consent being received from all parties whose data is being used for those purposes.

**THIRD PARTIES**

SEN Venture Saturday Club & Holiday Play-Scheme will not pass your personal details to other people or organisations without first obtaining your consent.

SEN Venture Saturday Club & Holiday Play-Scheme reserves the right to share your information with other agencies i.e. schools and social services that help us provide any of our services.

However, there may be rare occasions where information gathered through the day to day collection of SEN Venture Saturday Club & Holiday Play-Scheme data identifies a clear need to safeguard the welfare of the individual and/or his/her family and, on those occasions, it may be necessary to contact relevant authorities to address this. SEN Venture Saturday Club & Holiday Play-Scheme will only undertake these actions in line with appropriate legal guidelines and using formal, recognised and auditable processes.

***Information we obtain from third parties***

Although we do not disclose your personal information to any third party (except as set out in this notice), we sometimes receive data that is indirectly made up from your personal information from third parties whose services we use.

**OUR USE OF COOKIES**

Cookies are small text markers stored on your computer that enable us to understand how people use our website.

No personal identifiable information is stored in cookies. In common with many similar websites, SEN Venture Saturday Club & Holiday Play-Scheme uses them to help remember preferences and for anonymous statistical measurements – for example so we know how many “hits” a page has had.

***SEN Venture Saturday Club & Holiday Play-Scheme uses cookies to:***

* Remember certain information about users so they don’t have to repeatedly give the same information;
* Recognise if users are already logged in to certain areas of the website;
* Measure how people use our website so we can continually improve how information is provided;
* To track how you use our website;
* To keep you signed in our site;

*You can control and delete cookies.*

Even though SEN Venture Saturday Club & Holiday Play-Scheme does not use cookies to collect personal identifiable information about you, you might still want to restrict or block cookies.

You can do this through your chosen internet browser (Internet Explorer, Google Chrome, Mozilla Firefox etc.). Use the help function within the specific browser to find out how.

However, if you restrict cookies for the SEN Venture Saturday Club & Holiday Play-Scheme website then there is a risk you will not be able to access the full functionality of the SEN Venture Saturday Club & Holiday Play-Scheme website and your user experience may be undermined as a result.

**THE COOKIES APPLIED ON OUR WEBSITE**

Google Analytics – This is a service we use from Google that collects information about how people use our website. We use this to make sure we are providing the best service we can to our web visitors. This information cannot be used to identify you and is only available for SEN Venture Saturday Club & Holiday Play-Scheme’s internal use only. SEN Venture Saturday Club & Holiday Play-Scheme does not allow Google to share it. Using cookies, Google Analytics captures information that allows SEN Venture Saturday Club & Holiday Play-Scheme to understand:

* What pages were viewed;
* How long those pages were viewed for;
* How the user came to the site;
* What website buttons and functions were clicked on;
* What browser was used to access the site;
* What country the computer is accessing the site from;
* What search terms were used
* Third-party cookies – Many of our pages have a “Share this” function that allows you to share content with your friends or colleagues via email, Twitter, Facebook etc. SEN Venture Saturday Club & Holiday Play-Scheme uses cookies to make this service work. It provides information on what items a site user has shared, how many people are sharing and how many page “views” the SEN Venture Saturday Club & Holiday Play-Scheme site has received as a result of the sharing. As above, this data does not include information that is capable of identifying our users.
* Cookies that are set by other websites – If you are using the sharing facility already mentioned (i.e. Share content with Facebook, Twitter) then it is possible those websites (i.e. Facebook) may also set cookies when you log in to their service. SEN Venture Saturday Club & Holiday Play-Scheme is not responsible for third party cookies of this nature and does not control these cookies.

**HOW WE PROTECT PERSONAL INFORMATION**

SEN Venture Saturday Cub & Holiday Play-Scheme implement a range of measures to ensure that any personal information that you provide us with is kept secure, accurate and up to date.

SEN Venture Saturday Club & Holiday Play-Scheme’s protective measures cover everything from:

* Regular reviews of data capture processes to ensure only data that is necessary to support the delivery of SEN Venture Saturday Club & Holiday Play-Scheme is captured;
* The implementation of transparent, informative Consent captures mechanisms to ensure that all SEN Venture Saturday Club & Holiday Play-Scheme service users understand why our Saturday Club & Holiday Play-Scheme collects their data and how we manage that data. In addition, SEN Venture Saturday Club & Holiday Play-Scheme consent processes allow users to monitor and amend their consent preferences should their preferences change;
* The encryption of data in transit between the SEN Venture Saturday Club & Holiday Play-Scheme sites to the secure data storage facilities;
* The maintenance of secure data management environments through strong application of Data Warehousing standards and role-based access controls for authenticated and accredited users. Access to the raw data collected through SEN Venture Saturday Club & Holiday Play-Scheme interactions with users of our services is limited to only those with the appropriate administrative permissions;
* SEN Venture Saturday Club & Holiday Play-Scheme only keeps personal identifiable data for as long as it is needed and only for the purposes for which our users have agreed to.

**CONSENT**

By providing SEN Venture Saturday Club & Holiday Play-Scheme with personal information, the user is agreeing to SEN Venture Saturday Club & Holiday Play-Scheme use of that information as stated in this Privacy Statement.

Through certain actions when otherwise there is no contractual relationship between us, such as when you browse our website or ask us to provide you more information about our business, including job opportunities and our activities and services, you provide your consent to us to process information that may be personal information.

Wherever possible, we aim to obtain your explicit consent to process this information, for example, by asking you to agree to our use of cookies.

We continue to process your information on this basis until you withdraw your consent or it can be reasonably assumed that your consent no longer exists.

Consent preference can be changed at any time by instructing us via [info@senventure.co.uk](mailto:info@senventure.co.uk)

**RIGHTS OF ACCESS**

You have the right at any time to ask for a copy of the information that SEN Venture Saturday Club & Holiday Play-Scheme holds about you and your child, and SEN Venture Saturday Club & Holiday Play-Scheme will supply that data to you in line with its legal requirements to do so.

If any information that SEN Venture Saturday Club & Holiday Play-Scheme holds about you is wrong, you have the right to ask SEN Venture Saturday club & Holiday Play-Scheme to make the necessary corrections.

**CHANGES**

If your personal details change, please help the SEN Venture Saturday Club & Holiday Play-Scheme team to keep those details up to date by telling us about any changes.

If you want to see what information we have about you, or need to tell us about any changes to the information that you have given to us, please contact us at

[info@senventure.co.uk](mailto:info@senventure.co.uk)

**REVIEW OF THIS PRIVACY POLICY**

We may update this privacy notice from time to time as necessary. The terms that apply to you are those posted here on our website on the day you use our website. We advise you to print a copy for your records. If you have any question regarding our privacy policy, please contact us [info@senventure.co.uk](mailto:info@senventure.co.uk)