



A voice for families of children and young people with special educational needs and/or disabilities

Privacy Policy

Reading Families' Forum (hereafter 'RFF') sets out how we will deal with your 'personal information'. Special United events refer to events run for young people with special educational needs and/or disability (SEND) and their siblings to enable them to give their views on local services for SEND

WHAT PERSONAL INFORMATION DO WE COLLECT?

When you express an interest in becoming a member of RFF you will be asked to provide:

- Name.
- Home address.
- Email address.
- Telephone number.
- If you use child care at RFF, we will also ask for your child's name, age, diagnosis (if any) and needs sufficient for the carers to look after your child.
- Information about young people to help young people attend Special United Events, such as accessing events.

For sessional staff providing child care, we record your name, date of birth, contact details, current employer and role plus your DBS certificate number.

HOW DO WE COLLECT THIS PERSONAL INFORMATION?

All the information collected is obtained directly from you on the membership form. We will also ask for your consent for us to store and use your data. Your consent is required in order to ensure our compliance with data protection legislation.

Information for child care at RFF coffee evenings and Special United Events are also obtained directly from you, from the registration forms.

Sessional staff providing child care are required to show us a copy of their current DBS form and will be told what information we record as above for safeguarding purposes.

HOW DO WE USE YOUR PERSONAL INFORMATION?

We use your personal information:

- To let you know about RFF activities, e.g. coffee evenings and general meetings and Special United Events.

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- For administration, planning and management by the Trustees of RFF.
- To monitor, develop and improve the provision of our RFF activities.
- For employees and sessional staff working for RFF running child care or Special United Events to ensure children and young people's needs are met safely.

We use anonymised information about service users' experiences and personal information is not stored without your permission.

We will send you messages by email, other digital methods, telephone and post to advise you of RFF activities.

We use information held on sessional staff to contact them for child care at future events, to evidence the checks we have made, and to renew a DBS check on line 2 years after the date of the current DBS certificate, if the sessional staff is continuing to work for us and the DBS check is on line. If not, we will ask sessional staff to apply for a new DBS check.

WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

We may disclose information about you, including your personal information:

- Internally - to RFF Trustees and administrative staff.
- Child care information is shared with sessional staff providing child care at RFF events and employees of RFF running these events. Sessional staff are asked to confidentially destroy all information after the event. Employees will retain information securely in accordance with the above.
- If we have a statutory duty to disclose it for other legal and regulatory reasons, such as safeguarding cases.

HOW LONG DO WE KEEP YOUR PERSONAL INFORMATION?

Information about your membership will only be stored as long as you want to be a member or want to be on our distribution list. Child care information and information for Special United are stored to evidence staffing provided at the event, in case of any query, for a maximum of 2 years.

The exception to the above are instances where there may be legal or insurance circumstances that require information to be held for longer whilst this is investigated or resolved. Where this is the case then the member/s will be informed as to how long the information will be held for and when it is deleted.

Information about sessional staff is only kept as long as this person staff continues to work for us. If we have not had contact with this person for 6 months, we will delete the information. As with

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members, the exception to this are instances where there may be legal or insurance circumstances that require information to be held for longer whilst this is investigated or resolved. Where this is the case then the member/s will be informed as to how long the information will be held for and when it is deleted.

HOW YOUR INFORMATION CAN BE UPDATED OR CORRECTED

Members or sessional staff need to inform RFF of changes to their personal information by contacting the RFF administrator:

Email: fran.morgan.rff@gmail.com

Should you wish to view the information that RFF holds on you, you can make this request by contacting the RFF administrator – as detailed above.

HOW DO WE STORE YOUR PERSONAL INFORMATION?

Your membership information is held on an encrypted spreadsheet and accessed by the Trustees and the administrator as appropriate. Child care information is password protected. Paper copies referring to particular events are stored on paper which is stored securely.

Information about sessional staff and trustees are held on separate, encrypted spreadsheets.

DATA BREACH NOTIFICATION

If a data breach occurs, action shall be taken to minimise the harm by ensuring that all the Trustees and administrator are aware that a breach has taken place and how the breach has occurred. The Trustees shall then seek to rectify the cause of the breach as soon as possible to prevent any further breaches occurring. The Trustees shall also contact the relevant RFF members, to inform them of the data breach and actions taken to resolve the breach.

AVAILABILITY AND CHANGES TO THIS POLICY

This policy is available on request and on our website www.readingfamiliesforum.com. This policy will be reviewed regularly and may change from time to time as required by new legislation. If we make any material changes we will make members aware of this via the website.

WEBSITE TERMS OF USE

The content of the website is for information and interest and, while every effort is made to ensure that the information is accurate and up to date, this cannot be totally guaranteed. The links to other websites have been provided in good faith but RFF has no responsibility for, nor has it any control over, their content and RFF does not necessarily endorse any views expressed therein. RFF is not responsible for the Privacy Policies or practices of third party websites.

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CONTACT

If you have any queries about this Policy, need it in an alternative format, or have any complaints about our privacy practices, please contact:

Email: fran.morgan.rff@gmail.com

Policy review date: April 2023

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Email: fran.morgan.rff@gmail.com



Tel: 07516 185380