



Privacy Notice

Hackney Shed is committed to protecting the privacy and confidentiality of its members. We treat all personal details in strict compliance with the General Data Protection Regulation and only collect information in order to provide and monitor our services.

The categories of participant information that we collect and hold include:

- personal information (such as name, contact details and ethnicity)
- attendance information (such as sessions attended)
- medical information provided by parents/carers and guardians
- special educational needs and referral information
- behavioural Information
- safeguarding information

Photographs and film

Hackney shed has a legitimate interest in taking photographs and filming workshops and performances. This is very important for promoting and raising funds for Hackney Shed's work. These may appear on our publicity material, website or our social media and are sometimes distributed to families, funders and supporters as examples of our work. All photographs will be kept for archiving purposes unless a specific request has been made.

Hackney Shed delivers film making workshops. The outcome of these workshops are short films which are posted to our public YouTube channel.

No media coverage or photos can be taken without the written permission of the parent, carer or young person aged 18+

Storing participant data

We hold participant data from the point that an application is made. These records are retained as long as members are participating in Hackney Shed activities and for three years after the end of the financial year in which they left.

The details supplied will be stored electronically in compliance with GDPR regulations. Paper copies of your data will also be stored securely.

Who do we share information with?

We will not share your data unless it is the only way we can make sure participants stay safe or we are legally required to do so. If necessary we may share information with child protection, welfare and safeguarding services. Certain details may be processed anonymously to feedback to our funders.

Requesting access to your personal data

Under data protection legislation, parents and participants have the right to request access to information about them that we hold. To make a request for your personal information contact the Operations Manager.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

This policy is kept up to date on our website, www.hackneyshed.org.uk



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