



East Riding Parent Carer Forum (ERPCF) Information Privacy and Data Protection Policy

DATA PROTECTION LAW

As the result of Brexit and with effect from the 1st of Jan 2021, the UK stopped being part of the EU and the EU-GDPR regulations were replaced by the UK-GDPR (2021).

This Privacy Notice sets out most of your rights under the new laws. As the Regulations come into effect and the Information Commissioners Office (ICO) update their rules and best practice, we will continually update this Notice.

WHO WE ARE

The EYPCF are an organisation that consists of parent carers, who engage in participation coproduction work, to shape services for families who have children with special educational needs and or disabilities.

COLLECTION OF YOUR PERSONAL INFORMATION

The ERPCF may collect and use the following kinds of personal information through our website / social media / other tools (e.g., survey tool):

- information about your use of the website, social media and other tools including information obtained via cookies
- information that you provide during the use of registration process/joining of our mailing lists, including your name, email address and telephone number for this purpose.
- information that you provide for the purpose of feedback on the website, social media, and other tools and on any service provided by EYPCF and any other information that you send to EYPCF. We will only use this information for the purposes that you provided it for.
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in our organisation as Data Controller If you have any questions about the collection and storage of your Personal Information, please contact us at admin@EYPCF.co.uk
- If you are an EYPCF steering group member, management team member or national representative, we will collect and hold information about you to enable us to process timesheets and payments to you compliant with UK law. We will contact you using EYPCF e-mail addresses and will only use other e-mail addresses and phone numbers with your permission.

USING PERSONAL INFORMATION

The EYPCF may use your personal information to:

enable your access to and use of the website.

publish your feedback in a way that ensures your full name and personal data are not disclosed.

contact you for the purpose of discussing a conversation that you have previously had.

INFORMATION PRIVACY & GDPR POLICY

In addition to the disclosures reasonably necessary for the purposes identified elsewhere above, EYPCF may disclose your personal information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, national security and in order to establish, exercise or defend its legal rights.

SECURING YOUR DATA

EYPCF will take reasonable technical and organisational precautions to prevent the loss, misuse, or alteration of your personal information. We will take reasonable technical and organisational precautions to store, process and transport all personal information you provide in a secure manner.

HOW LONG DO WE KEEP YOUR PERSONAL DATA?

We will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed. We will keep some records permanently if we are legally required to do so and may keep some other records for an extended period of time to follow best practice.

For example, it is currently best practice to keep employment records for 5 years and financial records for a minimum of 3 years, to support HMRC audits.

UPDATING THIS STATEMENT

EYPCF may update this privacy policy by posting a new version on this website at any time. You should check this page occasionally to ensure you are familiar with any changes.

YOUR RIGHTS AND PERSONAL DATA

We will confirm whether the data has been deleted or processing has stopped or the reason this cannot be done (for example because we need it for our legitimate interests or regulatory purpose(s)).

You have the right to lodge a complaint with the Information Commissioner's Office.

OTHER WEBSITES

This website contains links to other websites. EYPCF is not responsible for the privacy policies or practices of any third party.