



Privacy Notice

The Categories of Information that we collect include:

- Personal information (such as name and address)
- Attendance information (such as sessions and activities attended)
- Relevant medical information
- Any other relevant information
- Personal information about a child's parents and/or other relatives (such as name, contact details, relationship to child)

We use the data to:

- To support each child
- To provide appropriate care
- To communicate with parents/carers
- To communicate with individuals

Collecting the Information:

All the information that you provide is given to us on a voluntary basis. To comply with the General Data Protection Regulation, you are given the choice whether or not to give us the information. However, without it, it may mean that the child will be unable to participate in sessions/activities run by Hebron Chapel.

Storing Data:

We hold data for as long as we feel necessary. For children's data, this will usually be for the duration of the time that the child regularly attends a session/activity run by Hebron Chapel. For other data, this will be as long as is necessary. All the data that we hold will be stored securely.

Sharing Information:

We do not share information with anyone unless the law or our policies allow us to do so. If information needs to be shared for any reason, consent will be granted by the individual (or individual's parents/carers if under the age of 18).

Requesting Access:

Under data protection legislation, you have the right to access the information about you (or your child) that we hold. To make a request for your personal information or your child's, please contact us at <https://www.hebronchapel.org/contact> or email contact@hebronchapel.org. Alternatively write to us at Hebron Chapel, 69 Sunny Grove, New Costessey, Norwich, NR5 0EJ.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>.

Contact:

If you would like to discuss anything in this privacy notice, please contact us at <https://www.hebronchapel.org/contact> or email contact@hebronchapel.org. Alternatively write to us at Hebron Chapel, 69 Sunny Grove, New Costessey, Norwich, NR5 0EJ.