



At Me2 Club we are committed to respecting your privacy and protecting your personal information. We are a registered charitable company limited by guarantee, Company Number 07557636 and Charity Number 1140812. Our data protection lead can be contacted at [info@me2club.org.uk](mailto:info@me2club.org.uk). We have produced this privacy notice in order to keep you informed of how we handle your personal data. All handling of your personal data is done in compliance with the General Data Protection Regulation (EU) 2016/679 (“Data Protection Legislation”).

When you provide us with your personal data we may use this in various ways, this privacy policy is used at Me2 Club in conjunction with our Data Protection Policy.

## **1. What information we collect**

### Direct personal data

We collect personal data provided to us, this includes information on registration forms regarding children of the families we support, data includes: child’s name, date of birth, address, health and medical needs and details of any additional needs/disabilities. If applicable we may work with other organisations such as Bridges and Wokingham Borough Council’s Children Disability Team to obtain social care and health care plans. We will also ask for information about who has parental responsibility for the child. As this is sensitive data Me2 Club takes extra care to ensure your privacy rights are protected and the information is stored on a secure database stored in the cloud. We may also collect information when you sign up for one of our events or make a donation including Gift Aid.

### Feedback Information

We conduct an analysis of the information we hold for example feedback forms from training, Weekends Away etc. This information is used to inform funders of the difference that the core service and projects undertaken by Me2 Club has made to children and their families. We may anonymise personal data so that it can no longer be linked to an individual when reporting to funders.

### Indirect personal data/information from third parties

This is when you have given permission to be shared with us by independent event organisers such as Just Giving and Local Giving. These independent third parties will have asked you to indicate that you wish to support Me2 Club and you have given your consent. Please note you should check their privacy notice when you provide your information to ensure you know how they will process your data.

### Volunteers

Me2 Club volunteers undertake a Disclosure and Barring Service check which means we may collect extra information about you, for example, references, details of emergency contacts, medical conditions etc. This information will be retained for legal reasons to protect us (including in the event of an insurance or legal claim) and for safeguarding purposes.

## **2. How we use your personal information**

Personal information means any information that may be used to identify you, such as your name, title, telephone number, email address or mailing address. We may process your information for our legitimate business needs, we collect this data as it will help us keep in touch with you and fulfil needs/requests relating to you or your child. Please rest assured we only ever use your data with your consent and we will only use your data for the purpose or purposes it was collected for (or closely related purposes). If you are one of the Me2 Club families we use your data to provide our core services and additional projects to include: contacting you in case of emergency, to support your child’s well



being and development. To maintain contact with you regarding your child's progress and to keep you up to date with any changes to the core service and additional projects. Please note we have a legal obligation to process safeguarding related data about your child should we have any concerns about their welfare.

### **3. How we protect and store your data**

Me2 Club ensures we have technical controls in place to keep your personal information safe and prevent unauthorised access to or use or disclosure of your personal information. Electronic data and databases are stored in the cloud and we control who has access to them. Our staff receive data protection training and we have a detailed data protection policy and procedure which personnel are required to follow when handling personal data.

Your information is stored on our CRM database, hosted by Charity Log. Charitylog is accredited to ISO90001 for quality management and to ISO27001 for system security. Paper records when necessary will be kept in a locked, fireproof storage system at the Me2 Club offices which only authorised staff will have access.

### **4. Sharing your personal details**

Me2 Club will never share your data with any third parties without your permission. We may have a legal obligation to disclose your personal information if required by the police, regulatory bodies or legal advisors. We will only ever share your data in other circumstances if we have your explicit and informed consent. All the data we hold is secured with the European Economic Area (EEA).

### **5. Length of time we keep your personal data**

We will only retain personal information for as long as it is required in relation to the purposes for which it was originally obtained. How long personal information will be retained for depends on the type of information it is and what it is being used for.

### **6. Your legal rights**

We want to ensure that you are always in control of your personal information. Part of this is making sure you understand your legal rights which are as follows:

- the right to obtain confirmation that your personal information is being processed, you also have the right to obtain a copy of your personal information known as 'subject access'
- the right to edit and update your personal information if your data is inaccurate or incomplete
- the right to have your personal information erased known as the 'right to be forgotten' (though this will not apply where it is necessary for us to continue to use the data for a lawful reason)
- the right to object to your personal data being used for direct marketing

If you wish to exercise any of the above rights, please write to Me2 Club's Data Protection officer at the following address:

Data Protection Officer

Me2 Club

Parkside House, Unit 6,

15 Headley Road,

Woodley,

Berkshire,



RG5 4JB

Or send an email to [info@me2club.org.uk](mailto:info@me2club.org.uk)

Please keep in mind that there are exceptions to the rights outlined above and although we will always try to respond to your satisfaction, there may be situations where we are unable to do so.

## **7. Changes to your personal information / unsubscribing**

If your personal details change or if you want to stop receiving emails please get in touch or for the newsletter click on the unsubscribe link.

Data Protection Officer

Me2 Club

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15 Headley Road,

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Or send an email to [info@me2club.org.uk](mailto:info@me2club.org.uk)

## **8. Complaints**

You can complain to Me2 Club directly by contacting our Data Protection Officer using the details set out above. If you wish to make a complaint which does not directly relate to your data protection and privacy rights, you can do so in accordance with the Me2 Club Complaints policy and procedure.

If you are not happy with our responses, or you believe that your data protection or privacy rights have been infringed, you can complain to the UK Information Commissions office which regulates and enforces data protection law in the UK. Details of how to do this can be found at [www.ico.org.uk](http://www.ico.org.uk)

## **9. Me2 Club website**

There is a dedicated parents page on the website which includes links to other sites. We are not responsible for the content or functionality of any of these external websites. We suggest that you read the privacy policy of any website before providing any personal information.

## **10. Changes to this privacy notice**

We reserve the right to make changes to this privacy notice. We recommend that you check this privacy notice each time you visit the Me2 Club site to check no changes have been made.

This privacy notice is currently under review by Me2 Club Trustees and was last updated in May 2018.