



## **Child-Friendly Privacy Notice**

At Bounce Back 4 Kids (BB4K), we collect information about you, and we want to ensure you understand why we collect it and how we use it. Have a read and ask us if you have any questions about it.

### **Who are we?**

BB4K is one of PACT's community projects. We have told the Information Commissioner's Office that we collect information about people and must show that we obey the law.

### **What information do we collect about you?**

We collect information about you when you participate in one of our children's groups. It might be simple information like your name, home, or even email address. During one of our sessions we may also note how you feel.

### **How do we collect information from you?**

We collect information about you when you and your parent/guardian is referred to us and when you are booked onto one of our groups.

### **How do we use your information?**

We need to collect information about you to help us run the Charity and provide excellent services. The list below includes the reasons that we collect information about you:

- So we can provide you with good services if you need them
- So we can answer your questions if you have them.
- So we follow the rules Charities have to follow
- So we can organise the event(s) you are taking part in
- So we can check that you are okay to take part in the group

We have carefully checked that these reasons are okay under the law that tells charities how to keep you and your information safe when we use it.

## **Children who take part in a BB4K Group/Programme**

When you take part in a BB4K group, we will collect the information about you listed below:

- Your name and how to contact you – probably through your parents or guardian.
- Your gender
- Where you live and your postcode
- Any other family members you have
- How you behave and how you feel.
- Your ethnicity, for example, are you white, black, or Asian.
- The name of your school.
- Your experiences
- Any needs you might have, such as dietary requirements or disabilities
- Any medical information we might need to know, like any medication you have.
- The language you speak
- Any information about other people supporting you

We keep all this information safely at our offices on paper and computers, and we keep it for as long as you use our services and up to your 26<sup>th</sup> birthday. If you have questions, please ask, and we can tell you more.

## **Who can see or use your information?**

People who work for BB4K can see your information when they need it to do their jobs. We work with other services that help support you and your family. Still, they can only see your information if it's necessary. We will never sell your data to other charities or businesses to use for their own reasons.

## **Storing your information outside of the United Kingdom**

The law tells charities how to use information about people and keep it safe. Many companies worldwide offer services to record and store data, and sometimes we might use them to store your information. We must tell you when we send or store information outside the UK. We also must ensure that it is always stored safely, no matter where it is in the world. Egress (email), Microsoft Office (documents), and Lamplight are companies that use big computers, known as servers, to store data in Europe and the United States. We have checked that your information will still be safe, and the companies also obey the laws we have here in the UK.

## **What rights do you have?**

You have the right to

- Be told how we use your information
- Ask to see the information we hold
- Ask us to change the information you think is wrong
- Ask us to remove information when it's not needed anymore
- Ask us to only use your information in specific ways

- Tell us you don't want us to process your data.

Suppose you're worried about how we get and use your information. In that case, you can speak to our Data Protection Lead at PACT, who will be able to help you and answer any queries you have. You can call us on 0300 456 4800, send us an email at [info@pactcharity.org](mailto:info@pactcharity.org), or go old school and write us a letter to PACT Head Office, 7 Southern Court, South Street, Reading RG1 4QS

Suppose you want to speak to someone outside the Charity. In that case, you can contact the Information Commissioner's Office (ICO) on 0303 123 1113 or via their website.