



Core Creative Education CIC DATA PROTECTION Policy & Procedure

Explore - Create - Learn – Grow

It is the policy of Core Creative Education CIC registered at Limemead Farm seeks to protect personal data and is committed to meeting the legal obligations as detailed in the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018. Our data protection and privacy policy outlines how and why we use personal data.

Core Creative Education works with Schools and Communities to deliver Bespoke Environmental Education.

In order to develop our Mentoring programme and courses we are required to report to Somerset County Council, Dorset County Council, Schools and the Rural Payments Agency. We collect and hold personal data such as post code, contact details and photographs. All personal data is kept securely and for no longer than necessary. Photographs may be used on promotional material, in the media and on our social media accounts. We obtain permission for any images we use through photo consent forms.

We may send you information about courses and opportunities we are running. We will make sure your information is accurate and up to date. You may unsubscribe from our mailing list at any time by contacting us at info@coreprojects.org.uk.

If you have signed up to one of our programmes or courses or have participated in one of our projects and given your contact details; we will use this personal information to contact you regarding the project. We will also keep this information for monitoring and reporting purposes. All information is kept secure at all times and participants have the right to access this information.

If you are employed by Core Creative Education as an employee or self-employed worker, we will securely keep your personal information for legal, financial and reporting reasons. Any information shared when reporting is anonymised. Personal information is destroyed after 7 years.

The lawful basis that we use for processing the data is that either:

- You have given us your consent, e.g. to use your image
- Or
- You are a participant and the processing is necessary for the purposes of legitimate interests pursued by the Data Controller (Core Creative Education). In this case the legitimate interest is to carry out monitoring and reporting which is a requirement of all our projects.

Some examples include:

- We will contact you with information specific to the course or project you are taking part in.
- We report your post code and some protected characteristics to Somerset County Council when reporting back on our Short Breaks programme for young people.



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Data Sharing

We do not give or sell your information to third parties for any marketing purposes. Any information we disclose about you, other than for purposes outlined in this privacy policy, will be if required to do so by law.

In the course of our work we use third party websites (WordPress and Facebook,). We are not responsible for the privacy policies or practices of the third party websites.

Your Rights

We want you to have the best experience possible with Core Creative Education and benefit from working with us feeling confident we are respecting your personal data and processing it in a safe and confidential way. You have the right to withdraw consent to our e-list or use of your image at any time. You have the right to see the information we keep on you. This is a 'Subject Access Request'. You need to provide your request in writing with proof of identity before we can send you details. The information may take up to a month to collect. If you require this information please email Rachelle Green at info@coreprojects.org.uk.

You can see all the information regarding data protection and your rights here: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

Signed: *Rachelle Green* (Director)

Name: Rachelle Green:

Date 1/1/2020

This policy will be reviewed annually, or as and when there are any changes in the law.