



Privacy Policy

Title	Privacy Policy
Date of update	14/08/2024
Date of approval	14/08/2024
Approved by	Innov8 Workshops CIO Trustees
Date of next review	August 2025

Table of contents

1. Contact details
2. The type of personal information we collect
3. How we collect it and why
4. Storage of information
5. Your rights
6. Complaints

1. Our contact details

innov8 Workshops
INTEG House
Woodlands Business Park
Rougham Industrial Estate
Bury St Edmunds
Suffolk
IP30 9ND

Phone Number: 07442 860088

E-mail: info@innov8workshops.com

2. The type of personal information we collect:

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- School name
- Dates of birth



- Special educational and medical needs

In relation to existing or prospective donors, we may also collect:

- donation and/or other banking and payment related information
- specific additional information to support fundraising research and/or due diligence activities held in the public domain.

3. How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To understand the needs of the students
- To identify any potential risks
- To have contact details in case of an emergency

We use the information that is given to us to plan effective sessions for students and to have an awareness of any needs or risks.

We may share this information with Schools; Social Care and any other professional agencies that are directly involved with a student.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You can remove your consent at any time. You can do this by contacting Daniela Symons at daniela@innov8workshops.com

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a vital interest.

(e) We have a legitimate interest.

4. How we store your personal information

Your information is securely stored. Any information you give us in physical form will be scanned and then shredded, for example CVs or ID documents.

We keep all personal information and supporting documents relating to students for seven years. We will then dispose your information in line with innov8 Workshops' document retention policy.



Donor, donation, and related donation payment information will be stored securely for the purposes of solicitation, stewardship and reporting, and all other related enquiries.

5. Your data protection rights:

Under data protection law, you have specific rights relating to data protection. These include:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request relating to your data, we have one month to respond to you.

Please contact us at daniela@innov8workshops.com if you wish to make a request.

6. How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us by contacting the management team. This can be Daniela Symons – daniela@innov8workshops.com or Lily Maguire – lily@innov8workshops.com.

You can also complain to the Information Commissioner's Office if you are unhappy with how we have used/stored your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire



SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Signed

A rectangular area containing a handwritten signature in dark ink, which appears to be "Phil Shelley".

Date: 14/08/2024

Review date: 14/08/2025

Phil Shelley

Chair of Trustees

innov8 Workshops CIO