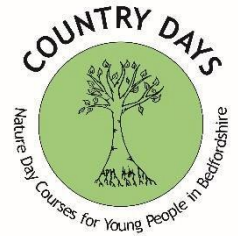


# Country Days

## Privacy Notice



<b>Approved by:</b>	Rita Di Carlo Head of Administration	<i>Rita Di Carlo</i>
<b>Last reviewed on:</b>	March 2024	
<b>Next review due by:</b>	March 2025	
<b>Date:</b>	March 2024	

### Policy Statement

The following policy sets out the type of data needed to be collected and processed in order to deliver our services, which is designed to achieve a high level of protection for Country Days Ltd. (Country Days) and its service users.

### Scope

This policy applies to: -

- All personnel this includes employees, casual and sessional contractors, volunteers and trustees, as well as all other persons supporting, providing, or delivering services for or on behalf of Country Days
- Parent/carer/guardian and service users.

The type of personal information we collect

We hold some personal information about you/your young person to make sure we can help and look after you at Country Days. For the same reasons, we get information about your young person from some other places too.

This information includes:

- Contact details
- Young person's booking/attendance records
- Young person's characteristics, such as ethnic background or any special educational needs
- Any medical conditions
- Details of any behaviour challenges

## 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/your young person, for one of the following reasons:

- Getting in touch with you and your young person when we need to
- To safeguard you/ your young person
- Looking after you/your young person's wellbeing and support you/your young person
- To track attendance
- To create anonymous statistics for funding

For the same reasons, we get information about you/your young person from some other places too

- Schools
- Social Services if applicable
- Other agencies supporting you

We may share the information we hold with our provider organisations for them to deliver their services as part of our activity programmes and funders as part of their requirements. We may also share images of your young person to provider organisations and funders if you have given us consent to do so. We ask for your consent on our booking forms ([info@countrydays.net](mailto:info@countrydays.net)). You can withdraw your consent at any time.

Funders include:

- The Harpur Trust
- The St Johns Hospital Trust
- The Carlton Educational Charity
- The Wixamtree Charitable Trust
- Bedford Educational Association
- The Neighbourly Charitable Trust
- The Gale Family Trust
- Wakeham Trust
- The Lynn Trust
- The Connelly Foundation

- Donald Forester Trust
- The Miller Charitable Trust
- Sharnbrook Parish Council
- Robert Kiln Charitable Trust
- Kempston Charities
- Chris Kilroy
- Bedford Charitable Trust
- Bedford Lions
- Frank Branston Charitable Trust
- House of Industry
- John Hulance Rotary Club
- Marks Trust
- iWill Fund
- Alpkit Foundation
- Susan Lousada
- The Christopher H R Reeves Charitable Trust
- Carlton with Chellington Parish Council
- The Frank Branston Charitable Trust
- National Lottery Community Fund
- Holiday Activities and Food Programme, supported by Bedford Borough Council
- The Sun Pub (Felmershem)

(last updated March 2024)

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

- Your consent.

You may remove your consent at any time. You can do this by contacting [info@countrydays.net](mailto:info@countrydays.net)

### **How we store your personal information**

Your information is securely stored on our secure system.

We dispose of Service User information, it is deleted and purged from all systems.

Your data protection rights

### **Under data protection law, you have rights including:**

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 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, we have one month to respond to you.

Please contact us at [info@countrydays.net](mailto:info@countrydays.net) if you wish to make a request.

### **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at [info@countrydays.net](mailto:info@countrydays.net)