



The Maple Tree Privacy Notice

This document explains how the Maple Tree uses personal data relating to those using the centre services.

The personal data we collect and why we need it

We hold data on the adults and children who use our centre. We need this information to help us fund and provide services that meet the needs of families with young children especially those living in the parishes we support.

How we obtain your data

We hold information about you that has been provided directly to us by you. The vast majority of this is through completing our registration form and by signing the register each time you attend. We may occasionally seek further information, for example if you wish to pay by standing order, you bring another child to use our services or you consent for us to contact other services that might help you.

What we do with your data and why

The core purposes of our data processing are to:

- build financial support for the Maple Tree through fundraising and marketing activities as well as making grant applications
- send communications to you about the Maple Tree and its services
- administer standing orders and donations
- publicise and administer volunteering opportunities
- administer membership
- publicise and provide services and activities that meet the needs of the families attending.

We collect the following information:

- name(s) and address, email, phone number and other relevant contact details and preferences
- relevant family information
- financial information including records of donations, standing orders and fundraising
- information about your attendance linked to your parish (to help us apply for financial support from your parish council)

Protecting your data

We keep your data secure in our database with appropriate security mechanisms in place or in a locked cabinet.

In principle we do not share your data with anyone else or any other organisation unless it is necessary for the purpose for which you have given us the data or to fulfil our legal obligations or to keep children and vulnerable adults safe.

Our responsibilities

The law allows us to hold and use your data if it is in our legitimate interest to do so, but only for so long as we need to. Some activities (for example sending you emails which promote the Maple Tree) require your explicit consent. We obtain this consent before carrying out that activity.

We will keep data for as long as is needed to complete the task for which it was collected. Normally we will delete your data if you have not attended a session for 12 months unless you still continue to have a relationship with us for which we need your data. Examples might include a continued help with fundraising, volunteering or paying a standing order. In these cases we expect to keep your data for as long as that relationship exists, or until we no longer need it.

Your rights

You have a variety of rights about the way we process your data. These are as follows:

- you may withdraw your consent for us to use your data
- you may request a copy of the data we hold about you and wherever possible we will do so within 28 days.
- you may change or stop the way in which we communicate with you or process data about you.
- you may ask us to delete or destroy the data we hold about you or your children
- if you are not satisfied with the way we have processed your data then you can complain to the Office of the Information Commissioner.

Contacting us

If you have any questions about this privacy notice, about the way in which we process your data, or if you wish to change the way we use your data, including how we communicate with you, then please contact us initially at:

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