

# Bracknell Parent Carer Forum

## PRIVACY POLICY AND COOKIE NOTICE

Bracknell Parent Carer Forum (referred as "BPCF" throughout this document) is the recognised Parent Carer Forum within the Bracknell Forest Council. It is a not-for-profit organisation.

BPCF is a voluntary organisation of parents and carers of children and young people in the Bracknell Forest Council area help to inform, shape and develop current and new services working alongside Bracknell Forest Council, East Berkshire Clinical Commissioning Group, local schools and community groups.

BPCF operate the following web site: [www.bracknellpcf.com](http://www.bracknellpcf.com) and the following the Facebook group: <https://www.facebook.com/groups/1097467830306173/>

### GDPR Principles

The following principles are complied with when processing personal data:

- Data is processed fairly and lawfully
- Data is processed only for specified and lawful purposes
- Processed data is adequate, relevant and not excessive
- Processed data is accurate and, where necessary, kept up to date
- Data is not kept longer than necessary
- Data is processed in accordance with an individual's consent and rights
- Data is kept secure
- Data is not transferred to countries outside of the European Economic Area ('EEA') without adequate protection

### Lawful Basis of Processing Data

The lawful basis of processing of data will always be determined prior to any data being processed. BPCF processes personal data under one, or more, of the following Lawful Bases in accordance with GDPR:

- **Consent** – the individual has given their Consent to the processing of their personal data
- **Contractual** – processing of personal data is necessary for the performance of a contract to which the individual is a party, or for BPCF to take pre-contractual steps at the request of the individual
- **Legal Obligation** – processing of personal data is necessary for compliance with a legal obligation to which BPCF is subject
- **Legitimate Interests** – processing of personal data is necessary under the Legitimate Interests of BPCF or a Third Party, unless these interests are overridden by the individual's interest or fundamental rights

### Type of Personal Data Being Processed

The type of personal data being processed may include:

Name  
Address  
Email address  
Telephone number  
Demographic information such as postcode

## **How Personal Data is collected**

Personal data is obtained from one or more of the following:

Visits and use of the above BPCF websites  
Use of BPCF social media  
Use of Google Analytics  
Attendees of events hosted by BPCF  
Subscribers to BPCF Newsletter

## **Why Personal Data is collected**

Personal data is collected to provide legitimate services which include:

For communicating events, information that may be of interest and surveys  
For us to review and reply to your enquiry  
To meet our statutory monitoring and reporting responsibilities

However, where indicated, some of the information is optional and you can choose not to complete.

## **How Personal Data is used**

Personal data may be used to:

- Provide communications of events, information that may be of interest in relation to the work of BPCF and surveys in relations to the work of BPCF.
- Enable BPCF to review and reply to your enquiries
- comply with legal requirements;

## **Where Personal Data is Stored**

If a web form is completed on any of the above websites, information is passed to the BPCF GMail account hosted on within a Google datacentre. Google state that data can be stored in any of their datacenters but is likely to be within the nearest geographic region which in the UK's case is within the EU. Google have confirmed they are fully GDPR compliant and any data transfer outside of the EU will meet GDPR requirements (<https://cloud.google.com/security/gdpr/>). If you do not wish for us to have your personal information, please do not fill out any of the web forms on these sites.

To aid sharing within the BPCF Steering Group and employee(s) data will may also be stored on dropbox.com. Once a file is added to your Dropbox, it's synced to our secure online servers. All files stored online by Dropbox are encrypted and kept in secure storage servers. Storage servers are located in datacentres across the United States. Dropbox have a EU office located in Ireland and relies on EU model Contract clause to cover data transfers from EU to the US. See [https://aem.dropbox.com/cms/content/dam/dropbox/www/en-us/security/privacy\\_data\\_protection\\_whitepaper.pdf](https://aem.dropbox.com/cms/content/dam/dropbox/www/en-us/security/privacy_data_protection_whitepaper.pdf).

As part of any services offered via the BPCF website(s), the information you provide may be transferred to countries outside the European Economic Area ('EEA') i.e. our servers, or third party servers that are used to provide BPCF services, that are located in a country outside the EEA. By submitting your personal data, you consent to the transfer, storage and/or processing of your data wherever it be stored. However, if your data is transferred outside the EEA, steps will be taken to ensure appropriate security measures are in place to ensure your privacy rights continue to be protected as outlined in this Policy.

## **How long Personal Data is stored?**

We review our retention periods for personal data on a regular basis. We are legally required to hold some types of information to fulfil our statutory obligations. We will hold personal data on our systems for as long as is necessary for the relevant activity.

## Who has access to Personal Data

Only BPCF Steering Group members and employees are granted access to data we may hold on you. This is ensured using strict operational processes and procedures.

Staff are trained on systems and relevant processes and procedures which are reviewed regularly for ongoing effectiveness and suitability for purpose. All BPCF Steering Group members and employees are kept up-to-date on the BPCF security and privacy practices. BPCF Steering Group Members and Employees are notified and/or reminded about the importance we place on privacy, and what they can do to ensure your information is protected.

The website is secured using Secure Socket Layer (SSL) server encryption for data transmission. Secure pages have a lock icon or key on the bottom of web browsers such as Microsoft Internet Explorer, information supplied by you on these webpages is securely stored and can only be accessed for the purposes for which it was provided.

All IT systems are kept in a secure environment with appropriate access control.

Non-sensitive details (your email address and other requested information) may be transmitted normally over the Internet, and this can never be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, we cannot guarantee the security of any information you transmit to us, and you do so at your own risk. Once we receive your information, we make our best effort to ensure its security on our systems. Where we have given (or where you have chosen) a password which enables you to access certain parts of our websites, you are responsible for keeping this password confidential. We ask you not to share your password with anyone.

We will not sell or rent your information to third parties.

We may also further transfer data if we are under a duty to disclose or share your personal data in order to comply with any legal obligation or to law enforcement. However, we will take steps with the aim of ensuring that your privacy rights continue to be protected.

## Individuals' Rights

Different rules apply depending on the type of Lawful Processing being undertaken, however many of the following individuals' rights apply whatever the basis of processing:

- The right to be informed how personal data is processed
- The right of access to their personal data
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling

The accuracy of personal data is imperative. We aim to keep it updated at all times. The personal data we hold on you is available upon request by contacting [Bracknell.pcf@gmail.com](mailto:Bracknell.pcf@gmail.com). You can request that your data is updated and/or deleted at any time, unless BPCF can justify that it is retained for legitimate business or legal purpose. When updating your personal data, you may be asked to verify your identity before your request can be actioned.

You can change your contact preferences at any time emailing [bracknell.pcf@gmail.com](mailto:bracknell.pcf@gmail.com)

## Links to other websites / from other websites

BPCF website(s) may contain links to other websites run by other organisations. BPCF Privacy Policy only applies to BPCFs' website(s) and you are encouraged to read the Privacy Statements on the third party websites that you visit such as *Google*. BPCF is not responsible for the Privacy Policies and practices of other websites even if they were accessed via a BPCF website. Equally, if you link to a BPCF website from a third party site, BPCF is not responsible for the Privacy Policies and practices of that third party site.

## 16 or Under

We are concerned to protect the privacy of children aged 16 or under. If you are aged 16 or under, please get your parent/guardian's permission beforehand whenever you provide us with personal information.

## COOKIES

### What are cookies?

A cookie is a text file containing small amounts of information which a server downloads to your personal computer (PC) or mobile device when you visit a website. The server then sends a cookie back to the originating website each time you subsequently visit it, or if you visit another website which recognises that cookie.

### Why do websites use cookies?

Web pages have no memory. If you are surfing from page to page within a website, you will not be recognised as the same user across pages. Cookies enable your browser to be recognised by the website. So cookies are mainly used to remember the choices you have made – choices such as the language you prefer and the currency you use. They will also make sure you are recognised when you return to a website.

### Do all cookies do the same thing?

No, there are different types of cookies and different ways of using them. Cookies can be categorised according to their function, their lifespan and according to who places them on a website.

### How does BPCF use cookies?

Our website uses the following types of cookie:

**Technical cookies:** We try to give our visitors an advanced and user-friendly website that adapts automatically to their needs and wishes. To achieve this, we use technical cookies to show you our website, to make it function correctly. These technical cookies are absolutely necessary for our website to function properly.

**Functional cookies:** We also use functional cookies to remember your preferences and to help you to use our website efficiently and effectively, for example by remembering your preferred currency and language that you viewed earlier. These functional cookies are not strictly necessary for the functioning of our website, but they add functionality for you and enhance your experience.

**Analytics cookies:** We use these cookies to gain insight into how our visitors use the website, to find out what works and what doesn't, to optimise and improve our website and to ensure we continue to be interesting and relevant. The data we gather includes which web pages you have viewed, which referring/exit pages you have entered and left from, which platform type you have used, date and time stamp information and details such as the number of clicks you make on a given page, your mouse movements and scrolling activity, the search words you use and the text you type while using our website. We also make use of analytics cookies as part of our online advertising campaigns to learn how users interact with our website after they have been shown an online advertisement, which may include advertisements on third-party websites. We will not know who you are, and only obtain anonymous data.

**Commercial cookies:** This is called "retargeting" and it aims to be based on your browsing activities on our website, such as the destinations you have been searching for. BPCF do not actively use these types of cookies.

### How long do BPCF cookies stay active?

The cookies we use have varying lifespans. The maximum lifespan we set on some of them is five years from your last visit to our website. You can erase all cookies from your browser any time you want to.

### **How can you recognise BPCF cookies?**

You can find our cookies in your browser settings.

### **Does BPCF use third-party cookies?**

Yes, BPCF uses the services of WIX to provide the website and facebook to provide groups, therefore you may find that these companies use cookies. BPCF are not responsible for these cookies or makes use of these cookies.

### **Who has access to BPCF Technology Group cookie data?**

Only BPCF has access to BPCF cookies. Cookies placed by third parties can be accessed by these third parties.

### **How can you manage your cookie preferences?**

Using your browser settings in, for example, Internet Explorer, Safari, Firefox or Chrome, you can set which cookies to accept and which to reject. Where you find these settings depends on which browser you use. Use the "Help" function in your browser to locate the settings you need.

If you choose not to accept certain cookies, you may not be able to use some functions on our website. And opting out of an online advertising network does not mean that you will no longer receive or be subject to online advertising or marketing analysis. It means that the network from which you opted out will no longer deliver ads tailored to your web preferences and browsing patterns.

### **Questions, Complaints and Subject Access Requests (SARs)**

Any questions or Subject Access Requests (SARs) should be sent to: [Bracknell.pcf@gmail.com](mailto:Bracknell.pcf@gmail.com)

You have a right to lodge a complaint in the event that you believe that BPCF has not upheld the rights, obligations and responsibilities set out in this Privacy Policy. Please send any complaints to: [Bracknell.pcf@gmail.com](mailto:Bracknell.pcf@gmail.com)

### **Review of this Policy**

This Policy is regularly reviewed.