



Crawley Town Community Foundation

Privacy Policy

Privacy Statement

Personal Information, which you supply to Crawley Town Community Foundation, will not be disclosed to third parties unless required to organisations we work with, by law or to prevent fraud and without prior consent from parents, carers and those of an age to consent.

Privacy Policy

Crawley Town Community Foundation is committed to safeguarding our users' privacy whilst providing our programmes and services.

Crawley Town Community Foundation is a data controller for the information that we collect from you. We will treat your personal information as confidential and in accordance with current GDPR legislation.

What information do we collect?

In order to provide you with the best possible service, we need to collect information (including sensitive personal information) about you. We may collect and process the following data:

- Child or Young Persons first and last name.
- Parent/Carers first and last name.
- Contact number.
- Email address.
- Home address.
- Allergies, medical, dietary and support conditions.
- Date of Birth
- Ethnicity (for measuring outcomes and targets)
- Gender

The information will be collected on Consent Forms, Website Booking Forms and through our Education and NCS programmes. All of these forms of capture will require a positive action of either opting in or out, Crawley Town Community Foundation will not assume consent without this action.

All data collected will be stored securely either electronically or paper form and only accessed by those with the authority to do so.

We will retain all data for 10 years unless authorized by you or a legal requirement to delete the data prior to this period.

Crawley Town Community Foundation is a registered charity (1149113) and our registered address is: Checktrade Stadium, Winfield Way, Crawley, West Sussex, RH11 9RX



Controlling your information:

- You have the right to access any data we hold on you and to receive a response within one month at no cost.
- You have the right for data to be erased and we have the obligation to carry out the request without undue delay if the data is no longer required for the purpose it was collected, you withdraw consent, the data has been processed unlawfully or the data needs to be erased for compliance with a legal obligation.
- You have the right to restrict the processing of your data.

Changes to the Privacy Policy.

We may change the Privacy Policy at any time and the changes may take immediate effect. Any changes that are made will be posted on our website and, where appropriate, notified to you via email.



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