



Spark Data Protection Privacy Notice

Spark (Burntwood) takes our responsibilities around data protection seriously and this privacy notice explains how we keep your data safe and how we comply with GDPR.

How we use your information

We do not buy, sell or share any personal data. Any information you provide as a member of Spark, is kept by Spark and is used solely to provide services to you.

Membership Forms

When you join Spark as a member your membership form is locked away securely, processed electronically and password protected. It is only accessible to our data processor and Spark Director.

Information about general statistics relating to membership of the centre is used to apply for funding to provide services. For example, we may let grant providers know how many families are registered with the centre and using the facilities. However this is all anonymised statistics.

Spark uses a secure data monitoring software package called Upshot which is secure and complies with GDPR. More details can be found here: <http://www.upshot.org.uk/legal/>

Registers

For activities that have a session register, your group leaders will have access to the information you provide on the register in-case they need to contact you in an emergency or if there is a cancellation. The registers are processed electronically and the information provided is stored on the Upshot system.

To operate our free membership scheme we use the register information to keep track of how many free membership passes have been used to fund the free visits.

Event Bookings

To operate our special event ticket sales we collect booking information via the Ticketsource website which is a secure and GDPR compliant. More details can be found here: <https://www.ticketsource.co.uk/kb/terms-of-use/terms-and-conditions>

Email Addresses

If you have provided an email address we may contact you infrequently (no more than once every 2 months) to let you know about changes to the Spark timetable, special events coming up and new groups/activities/events.

Other Contact

We may need to use your details in case of emergency or where we are required to share your information by law.

How to opt out of all communications from us

Each newsletter email from us contains details of how you can unsubscribe. If you click the unsubscribe link it will prevent all future email communications. We use Mailchimp for storing email addresses which is secure and complies with GDPR. More details can be found here: <https://mailchimp.com/legal/privacy/>

How to request and delete your information

You can email sparkburntwood@outlook.com to ask what information we hold about you or to request we delete information held about you. We will respond to you within 28 days.

How long we store information

Membership form and register information will be held for 2 years after which it will be deleted/shredded/permanently erased and new membership required. New membership will commence in September at the start of the academic year of 2018-2019 and renewed every two years.

Incident/accident forms are kept for 3 years as required by law or kept permanently if the record relates to a hazardous substance.

Spark or activity leaders will retain photo permission forms for 5 years as explained on our photo form to evidence permission for photographs to be used on our website/media/social media.

Booking/ticket invoice information is kept for 7 years for financial auditing purposes as required by law.

Who is responsible

All Spark volunteers are required to comply with our data protection policy.

Anita Brookes processes data for Spark and the board of Trustees/Directors chaired by Esther Allen has overall responsibility for complying and adhering to GDPR.

Any Questions?

Please email us on sparkburntwood@outlook.com with any queries or write to us at Spark Burntwood, Springhill Academy, Burntwood, Staffs, WS7 4UN