

Footprints Principles of GDPR Statement

- a) Footprints fairly and lawfully collect personal data about individuals who access our activities or facilities in a transparent manner. The data collected and processed is necessary for setting up an agreement with you and so that we may protect vital interests of yourself, your children and others.
- b) We collect and process the data for specified legitimate purposes of monitoring, invoicing, safeguarding, providing a service and for our payroll and accounting. Only that which is believed to be sufficient, adequate, relevant and not excessive is collected, processed or stored.
- c) We have a duty to ensure data we keep that can identify you as a data subject is:
 - a. accurate and up to date; you may request to see it, correct it or have it deleted
 - b. not kept longer than necessary. In order to safeguard your rights and freedom we will securely delete data as soon as is appropriate and reasonable.
- d) All data is kept securely in a central location with physical security as well as digital security of passwords and a strong firewall where applicable. A physical backup of electronic data is kept in another secure location on site.
- e) With your consent, Footprints will share data with Bradford Council. We may share information with other statutory bodies when we are legally required to do so. No data will be shared outside the European Economic Area. We are registered with and regulated by the ICO (Registration ZA005648)

Data Type	Purpose	Shared with	Length kept
Photos	Evidence of activities and development. Occasionally for publicity (with consent)	You Public	3yrs (except for historic value)
CCTV	Security and Safeguarding	Police	Data overwrites
Contact & Medical Info	Establish agreements, inform you of changes, respond to an emergency	BMDC, authorities	Up to 7 years
Registers	Contractual requirements, monitoring then a permanent safeguarding record	BMDC	Lifetime (99 yrs)
Financial	Bank transactions, accounts, payroll	Accountants	Up to 7 years
Correspondence	Email or written letters between us	You	Up to 7 years
Safeguarding concerns	Any welfare concerns will be recorded and kept securely	Relevant Authorities	Lifetime (99 yrs)
Other	We are occasionally contacted by statutory bodies who lawfully require us to share information with them regarding such things as benefits or attachment of earnings.		

Policies are available on request or our website www.buttershawfootprints.org.uk/about-us/our-policies