



## **TIDES – Privacy Notice**

### **Who we are**

We (Frontline Partnership) are writing to let you know about changes to the way we look after (process) your personal information (data). This is because there are new rules about how your personal information (data) is used by Frontline Partnership. This new ruling is called General Data Protection Regulation (GDPR). We have to do this from 25th May 2018.

Our lawful basis for processing your data is legitimate interest.

### **What information do we need? Why do we need it? How do we use it?**

When you started to work with the TIDES project we filled in a project form which told us your name, address, telephone number, who we should contact in case of an emergency, their address and their telephone number. You also told us if you had any problems that you may need help with to keep you and others safe whilst taking part in the TIDES project. You gave consent for us to take and use your photographs/videos to show other people what we do. You completed a DBS form to allow you to go into the schools taking part in the TIDES project. When your DBS was sent to you, you showed it to Frontline Partnership. We do not keep copies of this document.

After each workshop the drama tutor and support worker fills in a goal sheet and writes notes about how the session went. This helps us to understand if there are any problems or if anything is going particularly well and to set new goals. We also use this information to complete our monitoring and evaluation forms for our funders.

### **How is your information stored?**

We (Frontline Partnership) will keep your information safe in a locked secure cabinet. When we keep your information on our computers we will use passwords to ensure your information is safe.

We (Frontline Partnership) will not share your data with anybody else (third parties) unless we have asked for your permission to do so.

### **Your rights**

If you would like to know what information we have about you please talk to us and we will show you. We will do this within 30 days.

If you would like us to delete any of your information please talk to us. We will only keep your information whilst you are participating in the TIDES project. If you leave your information will be deleted.

You will find all the privacy notices for Frontline Partnership's projects on our website at [www.frontlinepartnership.org](http://www.frontlinepartnership.org).

If you would like a paper copy of any of our privacy notices please contact us on 01277 218902 or in writing addressed to Frontline Partnership, Montbazon Court, Cleves Avenue, Brentwood, CM14 4WB.

Company No. 4503616

Charity No. 1099813