



Make it Shine SEN Charity Privacy Policy

Make it Shine SEN Charity takes the privacy of our participants seriously and will ensure your personal information is kept secure.

How we use information about you

We need to process information about you or your child for the following reasons:

- **Contractual purposes**

To provide the service you have requested, communicate with you about this activity and changes to our terms and conditions

- **Legitimate interests**

To meet the legitimate aims of the sessions. This includes:

Maintaining attendance records and contact details for emergency purposes.

Responding to any comments, questions or complaints you may send us.

Filming and taking photos to promote the sessions on our website, social media account and in communications.

You have the right to object to any of the above uses of your information by contacting us. Please note that in some cases, this may affect our ability to carry out the things we need to do for you to take part in our sessions.

- **Legal reasons**

To comply with applicable laws and protect legitimate Make it Shine SEN Charity interests and legal rights. This includes, but is not limited to the use of your information relating to legal claims and compliance and regulatory activity.

- **Marketing**

With your consent, we may send you information by email, or via social media about Make it Shine SEN Charity news, activities, products and opportunities that we think will be of interest to you. You can ask us to stop sending you this information at any point by contacting us on hazelcockill3@btinternet.com

Why we share your information

We will not share your information with any other organisations except with your consent or in exceptional/emergency circumstances where we believe that the sharing of information about you is vital to protect you, your child or another person.

Individual rights

You have the right to see the personal information we hold about you. You can request a copy of this information by writing to us.

If you leave Make it Shine SEN Charity sessions, you can request to have your details deleted.

Changes to the privacy notice

We keep our privacy notices under regular review. This privacy notice was last updated on 1st May 2018.

Reg Charity No: 116176
www.makeitshinesenschool.co.uk