



engage in their future Privacy Statement

engage in their future is the national association for school leaders within SEMH (social, emotional and mental health) schools and educational settings. Its principle aims are to provide networked peer support and the sharing of good practice in order to improve the standards of our schools and the education and welfare of the children with whom we work.

Our registered charity number is 1110473 (registered in England Wales).

Our registered company number is 05491902.

engage in their future is committed to protecting the privacy of your personal information, to letting you know how it is used, and to ensuring that it is only used responsibly.

References to “we”, “us”, or “our” in this privacy statement are references to *engage in their future* and includes the National Committee.

What personal information do we collect?

engage in their future is a membership organisation and as such will collect details about schools when they register on our website. In addition, we will request some personal information for individuals as representatives and contacts within those schools.

The following information will be collected -

- School - name, address (including postcode), telephone number, email address, website address, group or federation details
- Individual - title, name, surname, position / job title

We may also request additional information about the school such as contact details for other individuals (please ensure that you have explicit written permission to share these details) and areas of specialism. Non-personal information (such as where you heard about *engage in their future*) may also be requested.

How do we use the personal information we collect?

We use the personal information that we collect to enable us to deliver our charitable services, manage our membership database, and to deliver events, membership communications and other benefits.

We do not share personal information with third parties unless it is necessary for us to do so. These include, but are not limited to -

- Delivering initiatives and projects such as the National Awards and National Creative Awards when information may be shared with sponsors and/or judges.
 - For the National Awards, personal information that is received via the nomination form may be anonymised by *engage in their future*. This does not extend to details otherwise provided as part of the nomination.

- For the National Creative Awards –
 - All entries are coded and personal information provided via the entry form is not shared with the judges. This does not extend to the details otherwise provided on or as part of the entry.
 - Information received on the entry form about the school and member of staff submitting the entry (school name, address, telephone number email address) will be shared with the sponsor to facilitate the presentation of awards to short-listed winners.
- Administration of the National Conference when data will be shared with the event venue.

There may be occasion when *engage in their future* is obliged to share data in response to requests from the police and other legal bodies.

engage in their future uses websites such as Wufoo to support the administration and delivery of various events and communications. These websites have their own privacy statements and *engage in their future* does not accept any responsibility or liability for these policies. Please check these policies before submitting any personal information.

engage in their future may use websites such as YMLP and Schoolzine to create and distribute newsletters and other online communications. These websites have their own privacy statements and *engage in their future* does not accept any responsibility or liability for these policies.

engage in their future will share and use details about member schools (including personal information) within the National Committee, including with Regional Representatives. On such occasions, data will be shared using password encrypted files. Regional Representatives may also pass on information data they have gathered for the purposes of updating the membership database, or facilitating a new membership.

How do we store the personal information we collect?

The personal information that we collect will be stored in electronic and paper files managed by the ASSO. Electronic information is stored on a password protected laptop. Paper records are stored in a locked cabinet.

Please refer to our website privacy statement for details about how data will be stored online, and for details about our use of cookies.

How long do we keep the personal information we collect?

Information will be retained for as long as it is considered necessary for the purpose for which it was collected. It may also be archived where there is a need to continue to retain it, which includes but is not limited to, analysis of previous events and to support the management and delivery of future events and projects.

Financial records (including details associated with them) will be retained for a minimum six years.

Your Rights

You have rights under data protection law which include -

- The right to access the personal information we hold about you.
- The right to have incorrect personal information we hold about you updated.
- The right to have any personal information we hold about you erased.
- The right to stop or restrict our processing of the personal information we hold about you.
- The right to be informed about how we use your personal information.

If you wish to exercise any of your rights, please email us at contactus@engageintheirfuture.org and we will respond to your request within one calendar month.

engage in their future reserves the right to charge administration costs for requests considered to be excessive.

Changes to our privacy statement

Updates to this privacy statement will appear on this website. This privacy statement was last updated on 3rd March 2020.

Questions or Complaints

If you have any queries about this Privacy Statement, please email us at: contactus@engageintheirfuture.org

If you have a complaint about the way your data has been collected, stored, processed, managed or used by *engage in their future* please email us at contactus@engageintheirfuture.org.

If you wish to take your complaint further, you can contact the Information Commissioners Office (ICO) - visit their website for more information.