

## **Plan C Community CIC**

### **Privacy Notice**

Version: 1.0

Date Adopted: August 2026

Review Date: August 2027

### **Privacy Notice**

Plan C Community CIC is committed to protecting your personal information and respecting your privacy. This notice explains what information we collect, why we collect it, how we use it and your rights under the UK GDPR and the Data Protection Act 2018.

### **Who We Are**

Plan C Community CIC delivers community activities including martial arts, wellbeing programmes, youth activities and other community services.

### **Information We Collect**

We may collect names, addresses, dates of birth, email addresses, telephone numbers, emergency contact details, attendance records, health information where necessary, safeguarding information where appropriate and payment information where applicable.

### **Why We Collect Information**

We use your information to deliver services safely, manage registrations, communicate with you, meet safeguarding and legal obligations, process payments and improve our services.

### **Lawful Basis**

We process information under one or more lawful bases including consent, contract, legal obligation, legitimate interests, vital interests and public task where applicable.

### **Sharing Information**

We only share information where necessary with emergency services, healthcare professionals, safeguarding agencies, local authorities, police, regulators or funding bodies where lawful. We never sell personal information.

### **Keeping Information Secure**

We use password protection, restricted access, secure storage, staff training and secure disposal of records.

### **Retention**

Personal information is only kept for as long as necessary to meet legal, safeguarding, insurance and operational requirements.

## Your Rights

You have rights to access, correct, erase where appropriate, restrict or object to processing, withdraw consent where applicable and request data portability in certain circumstances.

## Photography

Photographs and videos may be taken during activities. Appropriate consent will be obtained where required before identifiable images are used.

## Children

Information relating to children is normally provided by a parent or guardian and handled with additional safeguards.

## Data Breaches

Any suspected personal data breach will be investigated promptly and reported to the Information Commissioner's Office where required by law.

## Complaints

If you have concerns, please contact Plan C Community CIC. You also have the right to complain to the Information Commissioner's Office (ICO).

## Approval

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|--------------|--------------------|
| Organisation | Plan C Community   |
| Policy       | Privacy Notice     |
| Approved by  | Board of Directors |
| Next review  | August 2027        |