

# Privacy Policy



## **Project WordPlay CIC**

*Last updated: February 2026*

Project WordPlay CIC is committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, store and protect personal data in line with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable UK privacy laws.

This policy applies to anyone who interacts with Project WordPlay CIC, including children and young people, parents and carers, schools, partners, funders, volunteers, practitioners and website users.

## 1. Who we are

Project WordPlay CIC is a Community Interest Company working to support children and young people, anyone at risk of isolation and communities through creative and arts-based programmes.

**Data Controller:** Project WordPlay CIC

**Email:** [hello@projectwordplay.co.uk](mailto:hello@projectwordplay.co.uk)

## 2. The personal data we collect

We may collect and process the following types of personal data:

### a) Children and young people

- Name, age, year group
- School attended
- Language background (including EAL status)
- Participation records and session notes
- Feedback, creative work, and outcomes (anonymised where possible)
- Photographs, audio or video recordings (with explicit consent)

### b) Parents, carers and guardians

- Names and contact details

- Consent forms and permissions
- Feedback and correspondence

#### c) Schools, partners and funders

- Names, job titles and contact details
- Organisational information
- Monitoring, evaluation and reporting data

#### d) Volunteers, staff and practitioners

- Contact details
- Safeguarding and recruitment information (where applicable)
- Training and supervision records

#### e) Website and digital communications

- Email addresses for newsletters or updates
- Basic website usage data (such as cookies – see section 9)

### 3. How we collect personal data

We collect personal data through:

- Consent forms and referral information from schools or parents/carers
- Direct communication (email, phone, forms)
- Participation in our projects and activities
- Feedback, monitoring and evaluation processes
- Our website or mailing list sign-ups

### 4. Lawful basis for processing

Under UK GDPR, we rely on the following lawful bases to process personal data:

- **Consent** – particularly for children’s participation, images and marketing communications
- **Legitimate interests** – to deliver our charitable activities, monitor impact and improve our services
- **Legal obligation** – including safeguarding, health and safety and financial reporting requirements
- **Public task** – where working in partnership with schools or local authorities

We take extra care when processing children's data and always prioritise their safety and wellbeing.

## 5. How we use personal data

We use personal data to:

- Deliver and manage our projects and creative sessions
- Safeguard children and young people
- Communicate with parents, schools, partners and funders
- Monitor, evaluate and report on project outcomes
- Improve our services and demonstrate impact
- Meet legal, regulatory and funding requirements

We only use personal data for the purposes for which it was collected.

## 6. Sharing personal data

We do not sell personal data.

We may share personal data only when necessary, and always securely, with:

- Schools and education settings
- Local authorities or statutory agencies (e.g. for safeguarding concerns)
- Funders (using anonymised or aggregated data wherever possible)
- Professional advisers (e.g. accountants) where legally required

Any third parties we work with are required to comply with data protection law.

## 7. Data retention

We retain personal data only for as long as necessary:

- Children's project data is kept in line with safeguarding and funding requirements
- Consent forms and records are retained securely for audit and accountability

- Contact details for mailing lists are kept until consent is withdrawn

When data is no longer required, it is securely deleted or destroyed.

## 8. Your rights

Under UK GDPR, you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request erasure of data (where applicable)
- Restrict or object to processing
- Withdraw consent at any time
- Request data portability

Requests can be made by contacting us using the details above. We will respond within one month.

## 9. Cookies and website data

Our website may use basic cookies to improve functionality and user experience. You can control or disable cookies through your browser settings.

## 10. Data security

We take appropriate technical and organisational measures to protect personal data, including:

- Secure digital storage and password protection
- Limited access to sensitive information
- Staff and practitioner awareness of data protection responsibilities

## 11. Safeguarding and children's data

Protecting children and young people is central to our work. Personal data relating to children is handled with particular care and in line with our safeguarding policies.

## 12. Complaints

If you have concerns about how we handle personal data, please contact us first. You also have the right to complain to the Information Commissioner's Office (ICO):

**Information Commissioner's Office**

[www.ico.org.uk](http://www.ico.org.uk)

## 13. Changes to this policy

We may update this Privacy Policy from time to time. The latest version will always be available on request or on our website.

**Contact us**

If you have any questions about this policy or how your data is used, please contact:

Project WordPlay CIC

Email: [hello@projectwordplay.co.uk](mailto:hello@projectwordplay.co.uk)