Data Protection Policy and Statement

# Introduction

This Data Protection Policy outlines how Northamptonshire Parent Carer Voices (hereafter “the Forum”) collects, uses, stores, and protects personal data. The Forum is committed to safeguarding the privacy of its members — parent carers of children and young people aged 0–25 with Special Educational Needs and Disabilities (SEND).  
  
We comply fully with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

# Scope

This policy applies to all personal data processed by the Forum, including data relating to forum members, volunteers, participants in forum activities, and stakeholders.

# Principles

In accordance with the UK GDPR, the Forum ensures that personal data is:  
- Processed lawfully, fairly, and transparently  
- Collected for specified, explicit, and legitimate purposes  
- Adequate, relevant, and limited to what is necessary  
- Accurate and kept up to date  
- Retained only as long as necessary  
- Kept secure

# What Personal Data We Collect

We may collect the following personal data:  
- Names  
- Email addresses  
- Postcodes (for representation purposes only)  
- Contact numbers (if volunteered)  
- Information voluntarily shared in the context of support groups, events, or surveys  
  
We do not collect or process sensitive data (e.g. medical records) unless strictly necessary and explicitly consented to.

# How We Use Personal Data

We use personal data to:  
- Communicate with Forum members  
- Share information about events, training, and consultations  
- Conduct surveys and gather feedback (voluntarily)  
- Support our role in representing the thematic, collective views of parent carers

# Sharing Data

We do not share any personal data with the Local Authority, Health Services, Social Care Services Ofsted or the Care Quality Commission.  
  
When we share information externally — for example, in meetings, reports, or consultations — we only use summarised, anonymous, or somatic (non-identifiable) examples to influence and improve strategy, policy, and practice.

# Lawful Basis for Processing

We process personal data on the basis of:  
- Consent – where individuals have given clear permission  
- Legitimate interests – where processing is necessary to support the aims of the Forum while ensuring minimal privacy impact

# Data Security

We take appropriate steps to ensure data is stored securely. This includes:  
- Password-protected files and devices  
- Secure cloud-based platforms  
- Access restricted to authorised individuals only

# Data Retention

We retain personal data only as long as necessary. This is typically reviewed annually and

deleted if no longer required or upon request.

# Rights of Individuals

Members have the right to:  
- Access their personal data  
- Correct inaccuracies  
- Withdraw consent  
- Request deletion of their data  
- Object to processing  
  
Requests can be made via email to: enquiries@NPCV.co.uk

# Policy Review

This policy will be reviewed annually or in response to legislative changes.

Approved by: Directors C Baxter & S Baker

Date: March 2025

Next Review Due: March 2026