

Wellbeing Warriors CIC

Privacy Policy

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Version 1.0

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Introduction

Wellbeing Warriors CIC is committed to protecting the privacy and personal information of children, parents/carers, group leaders, volunteers and partner organisations.

This Privacy Policy explains what information we collect, how we use it, how it is stored and the rights individuals have regarding their personal information.

We are committed to handling personal information lawfully, fairly, securely and transparently.

We handle all personal information securely and in accordance with UK data protection requirements, and only use it for essential operational, wellbeing and safeguarding purposes.

Who We Are

Wellbeing Warriors CIC provides activity-based wellbeing sessions for children aged 7–11 across Charnwood and North West Leicestershire.

If you have any questions about this Privacy Policy or how your information is handled, please contact:

Email: wellbeingwarriorscic@gmail.com

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Information We Collect

We may collect the following information:

Parents and Carers

- Name
- Address
- Email address
- Telephone number
- Emergency contact details

Children

- Name
- Date of birth
- Medical information relevant to participation
- Allergy information
- Additional support needs
- Behavioural information where relevant to wellbeing and safeguarding

Group Leaders and Organisations

- Name
- Organisation name
- Contact details
- Information required to organise and deliver sessions safely

Why We Collect Information

We collect information in order to:

- Deliver safe and effective wellbeing sessions
- Manage bookings and attendance
- Communicate important session information
- Respond to emergencies
- Meet safeguarding responsibilities
- Manage consent preferences
- Evaluate and improve our services
- Meet legal and regulatory requirements

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Strong minds. Brave hearts. Resilient futures. (Arial 10pt)

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We only collect information that is necessary for these purposes.

How Information Is Used

Information may be used to:

- Contact parents/carers or group leaders
- Support children's participation in sessions
- Respond to medical needs or emergencies
- Maintain attendance records
- Manage safeguarding concerns
- Administer image and media consent
- Comply with legal obligations

Personal information will never be sold or used for unrelated marketing purposes.

Monitoring, Evaluation and Funding Reports

Wellbeing Warriors CIC may use anonymised and aggregated information to evaluate the effectiveness of our services, measure outcomes, support funding applications and fulfil reporting requirements for current or prospective funders.

Individuals will not be identifiable within such reports unless separate explicit consent has been obtained.

Lawful Basis for Processing

Wellbeing Warriors CIC processes personal information:

- With consent where appropriate
 - To fulfil our responsibilities when delivering services
 - To protect the wellbeing and safety of children
 - To comply with legal and safeguarding obligations
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Data Storage and Security

We take appropriate steps to protect personal information.

This may include:

- Password-protected electronic devices
- Secure email systems
- Restricted access to information
- Secure storage of paper records where applicable

Only authorised individuals who need access to information for operational or safeguarding purposes will have access to it.

How Long We Keep Information

Personal information will only be retained for as long as necessary for operational, safeguarding, legal or regulatory purposes.

When information is no longer required, it will be securely deleted, destroyed or anonymised.

Photography and Video Recordings

Photographs and videos will only be taken where appropriate consent has been obtained.

Parents/carers may withdraw consent at any time by contacting Wellbeing Warriors CIC.

Withdrawal of consent will prevent future use of images. However, materials already published or distributed may not be able to be withdrawn.

Parents/carers, group leaders and other professionals attending sessions are not permitted to take photographs or video recordings during Wellbeing Warriors CIC sessions. This helps protect the privacy, safety and wellbeing of all children present.

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Sharing Information

We will not routinely share personal information with third parties.

Information may be shared when:

- Required by law
- Necessary for safeguarding purposes
- Required to protect the welfare or safety of a child
- Requested by authorised agencies carrying out statutory duties

Any sharing of information will be carried out appropriately and proportionately.

Your Rights

Individuals have the right to:

- Request access to their personal information
- Request correction of inaccurate information
- Request deletion of information where appropriate
- Withdraw consent where consent is the basis for processing
- Raise concerns about how information is being used

Requests should be submitted by email to:

wellbeingwarriorscic@gmail.com

Links to Other Websites

Our website may contain links to external websites.

Wellbeing Warriors CIC is not responsible for the privacy practices or content of external websites and encourages users to review their privacy policies separately.

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Changes to This Privacy Policy

We may update this Privacy Policy from time to time.

The most recent version will always be available on our website.

Contact Us

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