



Peace&Grace CIC

## Privacy Policy

Peace & Grace Mothers and Children's Group

Last updated: [23<sup>rd</sup> October, 2025]

### 1. Introduction

Peace & Grace Women's Group respects your privacy and is committed to protecting your personal information. This Privacy Policy explains how we collect, use, store, and protect your data in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### 2. Who We Are

Peace & Grace Women's Group is a community-based organisation providing support, activities, and events for mothers, children, and families. We collect and process personal data to help us deliver our services safely and effectively.

Contact details:

Email: [info@peacegrace.co.uk](mailto:info@peacegrace.co.uk)

Phone: 07588026626

Address: 73 Netherfield Garden, Barking, IG119TN

We are the Data Controller for the personal information we collect.

### 3. What Information We Collect

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

#### a. Personal Information

- Name, address, email address, and phone number
- Date of birth (for mothers and/or children)
- Emergency contact details

#### b. Health and Safety Information

- Relevant medical conditions, allergies, or additional needs

#### c. Participation and Attendance

- Records of attendance at sessions or events
- Photographs or videos (only with explicit consent)

- d. Volunteer and Staff Information
  - DBS check information
  - References or safeguarding-related records

## 4. How We Use Your Information

We use personal data to:

- Manage membership and participation
- Organise and run sessions, activities, and events
- Ensure the safety and wellbeing of children and families
- Contact you in emergencies or about session changes
- Comply with safeguarding and legal obligations
- Send updates, newsletters, or event invitations (only with consent)

We do not use personal data for marketing purposes or share it for profit.

## 5. Lawful Basis for Processing

We process data under the following lawful bases set out in Article 6 of the UK GDPR:

- Consent: when you give us permission (e.g., for photos, newsletters)
- Contract: to manage participation in our group activities
- Legal Obligation: to comply with safeguarding, health, and safety laws
- Vital Interests: to protect someone's life in an emergency
- Legitimate Interests: to run and improve our services effectively

For sensitive data, such as health information, we rely on:

- Explicit consent, or
- Substantial public interest in relation to safeguarding and child protection

## 6. Sharing Your Information

We only share personal data when necessary and appropriate, for example:

- With emergency services, if someone's health or safety is at risk
- With safeguarding authorities if required by law
- With volunteers or staff who need information to support participants safely

We never sell, rent, or trade your personal information.

## 7. Data Security and Storage

Personal information is stored securely in password-protected systems or locked physical files. Access is limited to authorised individuals only.

We keep personal data only for as long as necessary to fulfil our purposes or meet legal and safeguarding requirements. Once data is no longer needed, it will be securely deleted or shredded.

## **8. Your Rights**

Under UK GDPR, you have the right to:

- Access the personal data we hold about you
- Request correction of inaccurate information
- Request deletion of your data (where legally possible)
- Withdraw consent at any time
- Object to or restrict how we use your data
- Lodge a complaint with the Information Commissioner's Office (ICO)

Website: [www.ico.org.uk](http://www.ico.org.uk) | ICO helpline: 0303 123 1113

We will respond to all requests within one month.

## **9. Photographs and Media**

We may take photographs or videos during group sessions or events for use in newsletters, displays, or social media. We will always seek written consent before capturing or sharing identifiable images of you or your children. You can withdraw consent at any time by contacting us.

## **10. Updates to This Policy**

We may update this Privacy Policy periodically to reflect changes in our practices or the law. The most recent version will always be available upon request or displayed on our noticeboard/website.

Peace & Grace Women's Group is committed to treating all families, children, and volunteers with care, respect, and confidentiality.