



Privacy Policy
February 2024



At MovementWorks we respect the privacy of people we have worked with, whether you have booked one of our workshops or programmes, attended one of our training sessions or contacted us through our website as well as the privacy of our staff.

Our aim is to ensure that all those working with us can do so with confidence that their personal data is being kept secure.

Our lead person for data protection: Ali Golding.

The lead person ensures that MovementWorks meets the requirements of the GDPR, liaises with statutory bodies when necessary, and responds to any subject requests.

The General Data Protection Regulations principles requires personal information is:

- processed fairly and lawfully
- processed for one or more specified and lawful purposes, and not further processed in any way that is incompatible with the original purpose
- adequate, relevant and not excessive
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary for the purpose for which it is being used
- processed in line with the rights of individuals
- kept secure
- not transferred outside the European Economic Area

MovementWorks will adhere to the above principles by ensuring that we abide by the content of this and related policies

Confidentiality

Within MovementWorks we respect confidentiality in the following ways:

- Information given by people we have worked with will not be passed on to third parties without permission unless we are required to do so by law.
- Staff are made aware of the importance of confidentiality during their induction process.
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions.
- All personal data is stored securely; any hard copies are kept in a lockable file, and digital data on a password protected computer.
- Students or volunteers are informed of our Privacy policy and are required to respect it.

Information that we keep

Information we collect that is provided to us

People we work with:

If you have booked one of our workshops or programmes, attended one of our training sessions or we have delivered a project/ training at your premises, we collect the following information from you.

- Name
- Email address
- Business address
- Telephone number



We hold necessary information to contact you or send you information about MovementWorks (permission to do so is always gained before we store any information) and this consists of your email address, business address and telephone number. If you contacted us through our website, we only hold your name and email address.

We will use this information to keep in contact with you and to send you up to date information about any further training that MovementWorks provides and any information we think you may find useful that relates to MovementWorks.

If you request to no longer receive communications from us your details will be removed from our records.

People who contact us through our website:

If you contact us through our website, we will record the following information to send you newsletters and other information about MovementWorks.

- Name
- Email address

We will use this information to send you update emails about MovementWorks and our quarterly newsletter.

Staff:

- Name
- Address
- Email address
- Telephone number
- Bank details
- ID-for DBS check and employment purposes

We will use this information to process a DBS check (if required) and to process the company payroll in order to pay staff.

We keep information about employees in order to meet with HMRC requirements, and to comply with all other areas of employment legislation including DBS checks. We retain the information after a member of staff has left our employment for the recommended period of time, then it is deleted or destroyed as necessary.

Retention of information

We will only keep personal data for as long as is necessary to fulfil the purposes for which we collected it. We may, however, retain certain data to satisfy any legal, accounting, or reporting requirements, for example, for tax purposes.

Sharing information with third parties

We will only share information relating to children with outside agencies in cases relating to safeguarding children.

MovementWorks will only pass on personal information if requested by the police and certain other statutory bodies (e.g. HMRC) or if otherwise required to do so by law.

Some limited personal information is disclosed to authorised third parties we have engaged to process it, as part of the normal running of our business, for example to manage our payroll and accounts, to send communications electronically. Any such third parties comply with the strict data protection regulations of the GDPR.



If, exceptionally, we transfer personal information outside the EEA, we will ensure that it is treated securely in line with this Policy.

Subject access request

- Anyone can ask to see any information that we keep about them.
- We will make the requested information available as soon as practicable and will respond to the request within one month at the latest.
- If our information is found to be incorrect or out of date, we will update it promptly.
- If any individual about whom we hold data has a complaint about how we have kept their information secure, or how we have responded to a subject request, they may complain to the Information Commissioner's Office (ICO)

Accuracy

MovementWorks shall take reasonable steps to ensure personal data is accurate. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

Use of cookies

We use cookies on our site. Cookies are small pieces of information stored on your hard drive. They allow our website to recognise you when you visit.

Our cookies collect statistical data about your browsing actions and patterns and do not identify you as an individual. For example, we use cookies to answer questions such as "*How many of our visitors this month were new visitors, who'd never been to our site before?*". We can't use them to answer questions such as "*Which pages did Bob visit this month?*".

Because these cookies allow us to count the number of visitors to our site, and see how users interact with it, we can improve the way our website works—for example, by making sure users can find what they need easily.

It is possible to switch off cookies by setting your browser preferences.

Linked Websites

Through our communications or on our website we include links to other websites. When these links are followed you will be redirected to another website. While visiting these websites MovementWorks cannot accept responsibility for any data given to other linked websites. For further information it is advised to read their policies regarding how they use and process personal data.

The Information Commissioner

Because MovementWorks handles personal data we are registered with the Information Commissioner's Office (ICO).

If there are any data protection breaches within our company, we will report to the ICO within 72 hours.

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