



Balogun Bassey  
Community Interest Company

## Balogun Bassey CIC - Privacy Policy

### 1. Policy Brief & Purpose

Balogun Bassey Community Interest Company ("we", "us", "our") is committed to protecting your personal information and respecting your privacy. This Privacy Policy explains how we collect, use, share, and protect personal data in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

We are the **data controller** for the purposes of this policy.

### 2. Information We Collect

We may collect personal data in the following ways:

- **When you create an account or register for services:** e.g., name, email address, contact number.
- **When you complete forms:** including registration, dietary, consent, and feedback forms.
- **When you communicate with us:** via email, phone, website, or in person.
- **When you access our website:** including IP address, browser type, and usage data (via cookies or analytics tools).

We may also collect **special category data** (e.g., health, dietary, or allergy information) where necessary and with appropriate safeguards.

### 3. How We Use Your Information

We use your personal information to:

- Provide our services, including care and educational programs for children.
- Respond to enquiries and manage communication with parents or service users.
- Understand dietary needs and ensure safe food provision.
- Improve our services and website functionality.
- Comply with legal and regulatory obligations.
- Send updates, newsletters, or service-related information (with consent where required).

### 4. Legal Basis for Processing

We process your data based on one or more of the following legal bases:

- **Consent** – where you have given clear permission.
- **Contractual obligation** – where processing is necessary to deliver a service you've requested.
- **Legal obligation** – to comply with UK laws and regulations.
- **Legitimate interests** – such as ensuring safety and effective communication, provided this does not override your rights.

### 5. Sharing Your Information

We may share your information with:

- **Service providers or contractors** assisting in the delivery of our programs or IT systems.
- **Caterers and staff** (where dietary or allergy information is relevant for food provision).
- **Regulatory or legal authorities**, if required by law.
- **Others**, only with your explicit consent.

We do not sell or rent your data to third parties.

### 6. International Transfers

We do not routinely transfer your data outside the UK. If it ever becomes necessary, we will ensure appropriate safeguards are in place, such as standard contractual clauses.

## 7. Data Retention

We retain personal data only as long as necessary for the purposes collected, or as required by law. For example:

- Registration and consent forms: up to 3 years after a program ends.
- Financial or legal records: as required by HMRC or other regulators.
- Email correspondence: up to 1 year unless longer retention is needed for safeguarding.

Once no longer required, data will be securely deleted or anonymised.

## 8. Data Security

We have in place appropriate physical, technical, and organisational measures to protect personal data from loss, misuse, or unauthorised access. These include:

- Password-protected systems
- Secure storage of paper forms
- Staff training in data protection and confidentiality

However, no method of data transmission or storage is 100% secure.

## 9. Your Rights Under UK GDPR

You have the following rights regarding your personal data:

- **Right to access** – to see what data we hold about you.
- **Right to rectification** – to correct inaccurate or incomplete information.
- **Right to erasure** – to request deletion of your data (where legally possible).
- **Right to restrict processing** – in certain situations.
- **Right to object** – to processing based on our legitimate interests.
- **Right to data portability** – to request data transfer to another provider (where applicable).
- **Right to withdraw consent** – at any time, where processing is based on consent.

To exercise your rights, please contact us using the details below.

## 10. Cookies and Website Tracking

Our website may use cookies to enhance user experience and track usage. You can manage your cookie preferences through your browser settings. We do not use cookies to collect personal data without your consent.

## 11. Changes to This Policy

We may update this Privacy Policy from time to time. If we make significant changes, we will notify you through our website or by direct communication.

## 12. Contact Us

If you have any questions about this Privacy Policy, your rights, or how we handle your data, please contact:

**Data Protection Officer:** Iman Balogun  
**Email:** [info@balogunbassey.org](mailto:info@balogunbassey.org)

You also have the right to lodge a complaint with the **Information Commissioner's Office (ICO)**: <https://ico.org.uk/>

## 13. Policy Review and Approval

This policy has been approved by the Board of Directors and undergoes an annual review.

**Last Review Date:** March 1, 2025

**Signed by:**



Samiat Balogun  
*Director*



Amy Meite  
*Director*