



The Hive Croydon

registered charity no 1149329
Delivering Children's University in Croydon, and The New Forest

Privacy Notice

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Who are we?

The Hive Croydon a registered charity (no 1149329) we collect, use and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws. Our Data Protection Officer is David Matthews Chairman of The Board of Trustees.

Through delivering Children's University™ The Hive aims to promote exciting learning opportunities and experiences outside normal school hours for children aged 5 to 14. At the heart of its work is the ambition to raise aspirations, boost achievement and foster a love of learning, so that young people can make the most of their abilities and interests. We work with schools, parents, carers, children and young people as well as relevant learning partners, to support schools and families to raise attainment.

The personal information we collect and use

Information collected by us:

In the course of administering Children's University, The Hive collects the following personal information when you provide it to us:

- School Membership (collected and held by the school)

The names and genders of the children

- Family Membership

Your personal information (such as name, address, contact details)

Your child's personal information (such as name, address, date of birth)

Current school (if applicable)

Opt-in request to receive eNewsletters and notifications from Children's University in Croydon and The New Forest about services on offer

We also obtain personal information from other sources as follows:

Quality Assurance, CU-activity-related marketing and contact details are collated as part of the Validation process for working as a partner with Children's University. This Validation process is set by the National Children's University Trust

How we use your personal information

We use your personal information to:

Register schools, children, young people and learning partners with The Hive delivering Children's University in Croydon and The New Forest

Send postal and e-notifications (including eNewsletters) regarding Children's University developments and opportunities

Issue certificates to schools or families of those who Electively Home Educate (EHE)

Monitor the award levels that the children are working towards and have previously achieved

Market learning partners on the National Children's University website

How long your personal data will be kept

We will hold your personal information securely and retain it from the point you join Children's University until you decide to leave. We will delete electronic and hard copies of the child/young person (and associated details) one month after termination of membership. The 4-week period is to allow families the chance to renew if required.

Reasons we can collect and use your personal information

We rely on consent to collect and use your personal information. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

Who we share your personal information with:

The child's current school including Independent schools (if applicable)

National Children's University (purely for opted-in learning partners who have been Quality Assured by The Hive)

We will share personal information with law enforcement or other authorities if required by applicable law.

Your Rights

Under the GDPR you have rights which you can exercise free of charge which allow you to:

Know what we are doing with your information and why we are doing it

Ask to see what information we hold about you (Subject Access Requests)

Ask us to correct any mistakes in the information we hold about you

Object to direct marketing

Make a complaint to the Information Commissioners Office

Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

Ask us to delete information we hold about you

Have your information transferred electronically to yourself or to another organisation

Object to decisions being made that significantly affect you

Object to how we are using your information

Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

If you would like to exercise a right, please contact David Matthews The Chairman of The Hive's Board of Trustees. C/O Rosier Business Park, Coneyhurst Road, Billingshurst, RH14 9DE

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal

information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Who to Contact

Please contact David Matthews, The Chairman, Board of Trustees, The Hive. C/O Rosier Business Park, Coneyhurst Road, Billingshurst, RH14 9DE to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.