

Privacy Notice

Introduction

The Offshoot Foundation respects your privacy and is committed to treating any information that we obtain about you with as much care as possible and in a manner that is compliant with all applicable data protection legislation including the EU General Data Protection Regulation 2016/679 (GDPR) and any national implementing laws in relation to the same (collectively, Data Protection Legislation)

This privacy notice explains how we collect, use, and safeguard your information when you engage with us – whether through our website, in person, or by participating in our workshops and services. It also outlines your data protection rights and how to exercise them.

Purpose of this Privacy Notice

This note describes how we collect and process personal data when you:

- Visit our website
- Sign up for newsletters
- Participate in our workshops or events
- Volunteer
- Donate or fundraise

Contact information

By post:

19 Kings Hill, Great Cornard, Sudbury, Suffolk, CO10 0EH, GB.

By email:

info@theoffshootfoundation.com

What data we collect and why

To provide services and goods:

- Names and contact details
- Addresses
- Date of birth

- Health and dietary requirements
- Health and safety data
- Photographs or videos
- Feedback, compliments or complaints
- Sponsorship related data

For marketing and service updates:

- Names and contact details
- Preferences and communication opt-ins
- Consent records
- Photographs or videos

For research or archiving:

- Names and Contact details
- Location data
- Consent records
- Media content (photos/videos)

To fulfil legal requirements:

- Identification documents
- Criminal record checks (e.g. DBS)
- Health and safety records

Cookies and website tracking

Our websites uses cookies to:

- Enable essential site functionality
- Analyse website traffic and usage
- Improve performance and user experience

You can manage cookie preferences through your browser settings. We use tools such as Google Analytics to collect anonymous usage data. No personally identifiable information is shared through cookies unless explicitly stated.

Third party access to information

We use third party services to host our website, marketing materials (e.g. newsletters) and analytics tracking. These services may access our data solely for the purpose of performing specific tasks on our behalf. We do not share any

personally identifying information with them without your explicit consent. We do not give them permission to disclose or use any of our data for any other purpose.

We do not rent, sell or share users' personal information with third parties except as described in this Privacy Policy.

Links to external sites

Our website may link through other websites from time to time. The personal data you provide to such third-party websites and how that data is processed will be determined by the privacy policy of that third-party website. Please ensure that you are satisfied with their respective policies before you provide them with any personal data. We cannot be held responsible for the activities, privacy policies, or levels of privacy compliance on any website operated by any third party.

Lawful basis for processing

We collect and process data based on:

- **Consent** e.g. signing up for newsletters
- **Vital Interests** e.g. emergency medical information
- **Public Task** e.g. delivering educational services
- **Legal Obligation** e.g. safeguarding requirements

Where we obtain your data

We may receive your information from:

- You directly
- Your parent, guardian, or carer
- Schools, colleges, universities, or education partners
- Local councils or safeguarding agencies

How long we keep your data

We only keep your data as long as necessary for our operations and legal obligations. This may be up to 6 years after your engagement with us. In some cases, we may anonymise your data for research or statistical purposes.

If you withdraw consent or request to stop communication, we will retain your name and contact details on a suppression list to ensure your preferences are respected.

Sharing your data

We may share your personal data with:

- Safeguarding bodies or emergency services (where required)
- Our web host and analytics provider (e.g. Google Analytics)
- Email platforms (e.g. HubSpot) for newsletters
- Payment processors (e.g. PayPal) for donations
- Regulatory authorities or legal advisers as required

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

Your data rights

You have rights to:

- **Access** – request a copy of your data
- **Rectification** – correct inaccurate or incomplete data
- **Erasure** – ask us to delete your data in certain circumstances
- **Restriction** – limit how your data is processed
- **Objection** – Object to certain types of processing
- **Data Portability** – Request your data in a format that can be transferred
- **Withdraw consent** – If consent is on the basis of processing, you can withdraw at any time

We aim to respond to all requests within one calendar month. No fee is required unless a request is excessive or unfounded.

To exercise your rights, please contact us at info@theoffshootfoundation.com

How to complain

If you are dissatisfied with how we use your data:

- Contact us at info@theoffshootfoundation.com
- If you are not satisfied with our response, you may contact the Information Commissioner's Office (ICO).

ICO contact details:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline: 0303 123 1113

Website: www.ico.org.uk/make-a-complaint

Review

We will make changes to this policy and procedures in line with updated legislation. It will be reviewed yearly.

Date Approved	Signed	Next Approval By
19/06/2025	James McKellar	19/06/2026