

Privacy Notice

Introduction

The Offshoot Foundation is committed to protecting and respecting your privacy. We are dedicated to handling your personal information responsibly, securely, and transparently in line with applicable data protection laws.

The Offshoot Foundation respects your privacy and is committed to protecting your personal data. We process personal information fairly, lawfully, and transparently in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, the Privacy and Electronic Communications Regulations (PECR), and other applicable data protection legislations.

Scope of this Privacy Notice

This Privacy Notice explains how we collect, use, store, and protect personal data when you:

- Visit our website
- Contact us directly
- Attend workshops, projects or events
- Volunteer or work with us
- Donate or fundraise
- Subscribe to newsletters or updates
- Engage with our services online or in person

It also explains your legal rights regarding your personal information.

Who We Are

The Offshoot Foundation is the data controller responsible for your personal data.

Contact Details

The Offshoot Foundation

10 Mill Lane
Pebmarsh
Halstead
Essex
CO9 2NW

Email: info@theoffshootfoundation.com

If you have any questions about this Privacy Notice or how we use your data, please contact us using the details above.

The Information We Collect

Depending on how you interact with us, we may collect and process the following categories of personal data.

Identity and Contact Information

- Full name
- Address
- Telephone number
- Email address
- Emergency contact details
- Date of birth

Participation and Service Information

- Workshop attendance records
- Event registrations
- Volunteer information
- Educational participation details
- Feedback, compliments, or complaints

Special Category Data

Where necessary and lawful, we may process special category data including:

- Health information
- Dietary requirements

- Accessibility requirements
- Safeguarding information

We only process this information where we have a lawful basis to do so and where additional protections apply.

Safeguarding and Compliance Information

- DBS or safeguarding checks
- Incident reports
- Health and safety records
- Risk assessments

Financial Information

Where relevant:

- Donation records
- Payment confirmations
- Gift Aid information

We do not store full payment card details.

Media and Marketing Content

- Photographs
- Video recordings
- Testimonials
- Social media interactions

Technical and Website Usage Information

When you visit our website, we may automatically collect:

- IP address
- Browser type and version
- Device information
- Website usage statistics
- Cookie and analytics data

How We Use Your Information

We process personal information to operate effectively as a charitable organisation and to provide safe, high-quality services.

We use your information to:

- Deliver workshops, events, and projects
- Communicate with participants, volunteers, and supporters
- Manage registrations and bookings
- Process donations and fundraising activities
- Safeguard participants and staff
- Meet legal and regulatory obligations
- Improve our services and website experience
- Send newsletters and updates where you have consented
- Monitor equality, accessibility, and inclusion
- Maintain appropriate records for administration and auditing

Lawful Bases for Processing

Under UK GDPR, we rely on one or more of the following lawful bases:

Consent

For example:

- Marketing communications
- Photography or media usage where consent is required
- Optional surveys and research participation

You can withdraw consent at any time.

Contract

Where processing is necessary to deliver services, events, or activities you have requested.

Legal Obligation

Where we are required to process data to comply with legal or regulatory requirements.

Vital Interests

Where processing is necessary to protect someone's life or wellbeing.

Legitimate Interests

Where processing is necessary for our legitimate organisational interests and those interests are not overridden by your rights.

Examples include:

- Managing operations
- Improving services
- Preventing fraud
- Administrative record keeping
- Ensuring safeguarding and security

Substantial Public Interest

Where safeguarding or protection obligations apply.

Children and Young People

We recognise the importance of protecting children's personal data.

Where services involve children or young people, information may be provided by parents, guardians, carers, schools, colleges, or authorised agencies.

We take appropriate safeguarding and data protection measures when handling children's information.

Where We Obtain Your Information

We may collect personal information directly from:

- You
- Parents or guardians
- Schools, colleges, and universities
- Local authorities
- Referral partners
- Volunteers or staff
- Funding or safeguarding agencies
- Publicly available sources where appropriate

Sharing Your Information

We may share personal data where necessary with:

- Safeguarding authorities
- Emergency services
- Local authorities
- Regulators or legal advisers
- Website hosting providers
- Email and communication platforms
- Payment processors
- IT support providers
- Professional advisers and auditors

All third-party providers are required to respect the security of your personal data and process it lawfully.

We do not sell or rent personal information to third parties.

International Transfers

Some service providers may process personal data outside the United Kingdom.

Where international transfers occur, we ensure appropriate safeguards are in place, such as:

- UK adequacy regulations
- International Data Transfer Agreements (IDTAs)
- Standard Contractual Clauses (SCCs)

Data Retention

We retain personal data only for as long as necessary for the purposes it was collected, including legal, safeguarding, accounting, and reporting requirements.

Retention periods may vary depending on the nature of the information.

Typically:

- General records may be retained for up to 6 years
- Safeguarding records may be retained longer where legally required

- Financial records are retained in accordance with HMRC requirements

Where data is no longer required, it will be securely deleted or anonymised.

If you opt out of marketing communications, we may retain limited contact details on a suppression list to ensure your preferences are respected.

Cookies and Website Tracking

Our website uses cookies and similar technologies to:

- Ensure website functionality
- Improve performance and user experience
- Analyse visitor behaviour
- Support security and fraud prevention

We may use analytics services such as Google Analytics.

You can control cookies through your browser settings. Where required by law, we will request consent before placing non-essential cookies.

Automated Decision-Making

We do not carry out solely automated decision-making or profiling that has legal or similarly significant effects on individuals.

Data Security

We take information security seriously and regularly review our organisational and technical safeguards.

We have implemented appropriate technical and organisational security measures to protect personal data from:

- Unauthorised access
- Loss or theft
- Misuse
- Disclosure
- Alteration or destruction

Access to personal data is limited to authorised individuals who require it for legitimate business purposes.

Your Rights

Under UK data protection law, you are entitled to several important rights regarding your personal information.

Under UK GDPR, you have the right to:

- Request access to your personal data
- Request correction of inaccurate information
- Request deletion of your personal data
- Request restriction of processing
- Object to certain processing activities
- Request transfer of your data to another organisation
- Withdraw consent at any time where consent applies
- Lodge a complaint with the Information Commissioner's Office (ICO)

We aim to respond to requests within one calendar month.

To exercise your rights, contact:

info@theoffshootfoundation.com

Complaints

We encourage you to contact us first so we can attempt to resolve any concerns promptly and fairly.

If you are unhappy with how we use your personal data, please contact us first so we can try to resolve your concerns.

You also have the right to complain to the Information Commissioner's Office (ICO):

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113

Website: <https://ico.org.uk/make-a-complaint/>

Changes to This Privacy Notice

This Privacy Notice may be updated periodically to reflect changes in legislation, guidance, organisational practices, or operational requirements.

We may update this Privacy Notice from time to time to reflect legal, operational, or regulatory changes.

The latest version will always be available upon request and on our website where applicable.

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
03/06/2026	James McKellar	03/06/2027