

**Parent/carer privacy statement**

Extra – Support for Families (EXTRA) is a charity supporting families in the Tendring area. EXTRA takes your privacy seriously and will only use your personal information to record the support you have requested/attended and to provide you with information on the services we offer.

EXTRA will not share your personal information with any outside agencies unless discussed with you.

**DATABASE**

*Parent/carer information:*

If you consent to us keeping your personal information on our secure database, please tick to confirm:

**I agree** ☐

*Your child/children’s information:*

If you consent to us keeping personal information on your child/children (under the age of 16) on our secure database, please tick to confirm:

**I agree** ☐

For more information on the personal information we collect, click here (or see attached sheet)

**REGISTER**

*Name*

If you attend a course, workshop or parent peer support group the facilitators of the event will keep a register with you name for our record of attendance and fire safety.

If you consent to us passing on your name for that purpose please tick to confirm:

**I agree** ☐

*Telephone number*

On our registers we like to have your phone number in case the facilitators need to contact you to cancel a session, for instance.

If you consent to us passing on your telephone number for that purpose please tick to confirm:

**I agree** ☐

**MONITORING**

Within courses, workshops and support groups we will ask you to complete questionnaires so that we can evaluate the impact of our support and report this to our funders. Your responses will be entered onto our database but the information given to our funders is kept anonymous.

If you consent to us keeping the responses to your questionnaires on our secure database, please tick to confirm:

**I agree** ☐

I confirm that I agree to Extra – Support for Families storing my personal information (and that of my child/children) as indicated in the sections ticked:

**Signature:**

**Please print your name:**

**Date:**

**WITHDRAWING CONSENT**

You have the right to review/withdraw consent to EXTRA storing your information, or any part of it, at any time. If you wish to do so, please contact EXTRA:

Post: Extra – Support for Families, Jaywick Community Resource Centre, Brooklands Gardens, Jaywick CO15 2JP

Email: admin@extrasupportforfamilies.co.uk

Phone: 01255 475001