



Child friendly privacy notice for pupils

What is this about?

A law has been made to protect your personal information. This is things like your name, your date of birth and your address. This information is also called data. SUMT (or to give its long name, Scripture Union Ministries Trust) and other people collect and use information for all kinds of reasons and this law tells them exactly what they are allowed to do with yours.

SUMT collects some information about you when your parents or you sign up for events and activities. It is our job to tell you how we will collect the information, how we will record it and how we will use it. Port St Mary Beach Mission is part of SUMT.

This notice will use names or terms that you might not be familiar with such as:

Data Controller: This person (or group of people, like SUMT) is responsible for the information we collect.

Data Processor: This person processes information for the data controller (for example, Microsoft or Google).

Data Protection Officer (DPO): This person makes sure an organisation does everything the law says, but SUMT is too small to have their own, so we have a person who looks after what is done with your information.

Personal Data: This is any information that could be used to identify someone, such as your name or date of birth or a photograph of you.

Who looks after your information?

SUMT is the data controller of the personal information we have about you. We look at how and why your information is collected.

We sometimes have to give your information to other people, such as Port St Mary Beach Mission, if you sign up for something with them, but we will only share your information when you or your parents or carers say it's ok or when the law says that we have to. When your data is given to somebody else, they must look after it and keep it safe too.

Why do we collect and use your information?

We will only collect your information when we need it to help us do our job or to follow the law.



When we have collected it, this is what we use it for:

1. To contact your parents or carers when we need to
2. To know if you are joining a particular event or activity
3. To help you when we need to
4. To provide appropriate care and support
5. To protect your welfare and follow safeguarding procedures
6. To comply with the law regarding data sharing

What information do we collect?

This is a list which shows the types of information that SUMT collects, holds and shares:

1. **Your personal information:** this is things like your name and address.
2. **Some of your medical information:** this is a record of any special conditions you have that we need to know about to keep you safe.
3. **Your special educational needs:** this is information that helps us teach you better when we deliver lessons or activities to you.
4. **Photography:** Using photographs of you counts as processing your personal data. Before we take or use any photographs, we will ask you (if you are old enough) or a parent or carer to give permission for us to take and use pictures of you. For example, we might use your pictures on display boards or on the SUMT website.

Do you have to give us your information?

You, or your parents or carers, must give us the information we need when you sign up for activities or events, but there is some information that you can choose whether to let us have or not.



When we ask you for information that you don't have to give us, we will ask for your parents' or carers' permission (or yours if you are old enough) and let you know why we want it and what we will do with it. If you do not want us to have the information, that is your choice.

How long will we keep your information?

We don't keep it forever, only for as long as we need it to help us do the thing we need it for. There are times when we will delete your information after an event or activity, if we do not have any reason for keeping it.

Will your information be shared?

We will not share your information with anyone else without your permission, unless the law says we can, or we should.

We may share information with:

1. Port St Mary Beach Mission – if you sign up for an event with them
2. Your school, if you come on a school arranged trip – to meet our legal obligations to share certain information with it, such as safeguarding concerns
3. Your parents or carer

If we must share information do not worry, they must keep your information very safe as well and they will not share it with anybody else without your permission unless the law says they must.

When you are 16 it's up to you to decide what information, you want to share.

What are your rights?

You and your parents or carers have the right to:

1. be told how we use your information
2. ask to see the information we hold
3. ask us to change information that you think is wrong
4. ask us to remove information when it's not needed anymore
5. ask us to only use your information in certain ways
6. tell us you don't want your information to be processed



If the information we are collecting is information that you can choose not to give, you can tell us to stop collecting it at any time.

If you are worried about how we get and use your information, you can speak to any SUMT team member who will be able to help you and answer your questions or find out the answer for you.

If you want to speak to somebody else, then you can get in touch with our Chief Executive Officer or our Executive Administrator. They can be contacted by writing to us at Manor Ark, or sending an email to kristina.r@sumt.im or admin@sumt.im.

There is a person whose job it is to make sure we follow the rules about collecting and storing data and they can tell us off if we do things wrong. They are called the Information Commissioner, and you can find out more about them, here <https://www.inforights.im/>

Now you have read this, we hope you understand that:

1. the law allows us to get and use your personal information (data) to help us do our job
2. we may share your information with others, but only when we really need to and when the law says we can
3. we will ask for your permission to share your information whenever you have a choice
4. you can change your mind about us sharing your information or using a photograph of you at any time – just tell us, we will not mind!