

Privacy Notice: Families Connect

We, Save the Children Fund, are a registered company limited by guarantee (Company No. 178159) Registered Charity No. 213890 (England & Wales) and SC039570 (Scotland). We are people who believe in the power of children. We do whatever it takes to make sure they survive, get protection when they're in danger, and have the chance to learn.

Save the Children delivers the Families Connect programme in partnership with schools up and down the UK. Families Connect aims to engage, empower and upskill parents and carers and to help them support their child's learning. We evaluate the programme using a variety of methods, including questionnaires from participants. These questionnaires help us to find out how well the programme is working and whether participants feel that taking part helped them and their family. We also have to report on overall impact to the organisations and individuals who fund the programme, which is free for schools and families thanks to their support. This notice explains what we will do with the information you give us.

A variety of families take part in the programme, and where we refer to 'your child' in this notice, we mean the child who took part in Families Connect with you, whatever your relationship.

What data do we collect from you?

Save the Children is committed to protecting your personal data. Please read this policy carefully to understand how we collect, use and store your personal data. If you agree to complete a questionnaire about Families Connect, the information we collect about you may include:

- Your gender
- Whether you have a disability
- Whether English is your first language
- Your relationship to the child who is taking part in the Families Connect programme
- Your ethnic group
- Your views on our Families Connect programme including the impact you think it has had on you and your relationship with the child taking part.

We will also collect information about your child, and this may be provided by you and/or the child's school. The information could include:

- Your child's gender and ethnic group
- Whether they have a disability or special educational needs
- Whether they are eligible for support such as Free School Meals, Pupil Equity Funding or Pupil Premium
- The impact of the Families Connect programme on them
- Details about their learning style
- Their strengths and difficulties

Please remember that when completing your questionnaires you do not need to answer any questions you don't want to.

How do we protect your data?

Your questionnaire does not record you or your child's name, instead it uses a unique reference code which your child's school will be able to match to you. This means that both your and the child's personal data is pseudonymised so that when Save the Children analyses it we will not be able to identify you or your child.

Who do we share your data with ?

Once you have completed your questionnaires your child's school will collect up all the parent and any school/ teacher questionnaires and send them to Save the Children via secure post. In some cases, the school will give the questionnaires to one of our staff or partners who trained and supported the school in Families Connect, who will give them to us. Our contractor, Pearl Scan, and (if required) their manual entry partner will then transfer the data from paper questionnaires onto an electronic spreadsheet so that Save the Children can carry out analysis of feedback on the programme.

How long do we keep your data for?

Save the Children will not collect personal data at a family or child level. Paper questionnaires are kept for 1 year after the end of that cycle of Families Connect, in case we need to check the accuracy of the data entry. Electronic records of responses are stored at a school level and will be held securely on our Programme Data Files for up to seven years after you finish Families Connect, in accordance with programme requirements, and then completely anonymised for the UK Data Archive.

How do we use your data?

We use the data that you and your child's school provide to us:

- To assess the impact and reach of Families Connect at a school, local area, funding stream, country or UK wide level;
- To inform the development of Families Connect, ensuring it is as accessible and effective as it can be;
- For administrative purposes and internal record keeping relating to complaints and feedback;
- Where we are required by law to disclose or otherwise use your information, or where we need to take action to protect someone. For example, if we have safeguarding concerns about the welfare of a child or vulnerable adult participating in our programme we will contact the school in which they completed the programme.

Why are we allowed to process your data?

Our processing of your data is allowed by data protection laws based on one or more lawful grounds:

- you have provided your consent for your data to be used in a certain way,
- the processing is reasonably necessary for us to comply with a legal obligation,
- the processing is reasonably necessary for the purpose of a legitimate interest pursued by us or a third party and your privacy rights do not override this interest. Our legitimate interests include pursuing the aims and ideals of Save the Children through advocating and campaigning for the welfare of children, and supporting children and families through our work in the UK.

By completing and returning a questionnaire you are consenting for us to use and analyse the personal data that you provide. If you at any time decide to withdraw consent please contact FamiliesConnectInfo@SaveTheChildren.org.uk and also notify the school in which you took part in the programme. We will contact your child's school to request the unique identifying numbers we will need to locate your data.

If we receive a request from you within 2 weeks of the start of the term after you completed Families Connect, we will delete all information that relates to you and the child taking part. After this time, your data will have been analysed and included in summary reports, so we will delete all data relating to you as identifiable individuals and only retain information where you are not identifiable such as reports that summarise our general findings and overall numbers.

Your rights

Under UK data protection law, you have certain rights over personal information that we hold about you. These include the following:

- Right to object to the processing of your data - you have the right to object to our processing of your personal data in certain circumstances. If you object, please explain your objection and the reason for it.
- Right to have inaccurate or incomplete personal information corrected or completed - if you believe our records of your personal information are inaccurate or incomplete, you have the right to ask us to correct or complete those records.
- Right to restrict processing – in certain circumstances, you have the right to ask us to stop making active use of the personal information that we retain in our records about you, if there is disagreement about its accuracy or legitimate usage.
- Right of erasure - in certain circumstances, you have the right to request that we delete your personal information from our records.
- Right of access - you can write to us to ask for confirmation of what information we hold relating to you and to request a copy of that information. Provided we are satisfied that you are entitled to see the information requested and we have successfully confirmed your identity, we will provide you with your personal information subject to any exceptions that apply.
- Right to receive your personal information in a portable format – in limited circumstances, where we are processing information you provided to us because you gave us your consent or because it is necessary for the performance of a contract and the processing is carried out by automated means, you may ask us to provide it to you in a portable format.

You can read more about your rights and how we process and use personal data in our main privacy policy: <https://www.savethechildren.org.uk/misc/privacy-cookie-policy>. You will also find information in our privacy policy about how to make a complaint to us or the Office of the Information Commissioner.

If you have any questions or concerns regarding this privacy notice or our processing of your personal information, please contact our Data Protection Officer on dataprotection@savethechildren.org.uk or by writing to us at:

The Data Protection Officer
Save the Children
1 St John's Lane
London, EC1M 4AR