



Sweet Science Foundation customer privacy notice

This privacy notice tells you what to expect us to do with your personal information.

Our contact details

Telephone

+447958381357

Email

leroy@sweetsciencefoundation.org.uk

What information we collect, use, and why

We collect or use the following information to **provide services and goods, including delivery**:

- Names and contact details
- Addresses
- Date of birth
- Health information (including dietary requirements, allergies and health conditions)
- Health and safety information

- Photographs or video recordings
- Records of meetings and decisions
- Identification documents
- Information relating to compliments or complaints

We also collect or use the following information to **provide services and goods, including delivery**:

- Racial or ethnic origin
- Health information

We collect or use the following information for **service updates or marketing purposes**:

- Names and contact details
- Addresses
- Recorded images, such as photos or videos
- Records of consent, where appropriate

We collect or use the following information for **research or archiving purposes**:

- Names and contact details
- Addresses
- Recorded images, such as photos or videos
- Personal information used for administration of research
- Personal information used for the purpose of research
- Records of consent, where appropriate

We also collect or use the following information for **research or archiving purposes**:

- Racial or ethnic origin

- Health information

We collect or use the following information to **comply with legal requirements**:

- Identification documents
- Criminal offence data (including Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks)
- Health and safety information

We also collect or use the following information to **comply with legal requirements**:

- Health information

We collect or use the following information for **recruitment purposes**:

- Contact details (eg name, address, telephone number or personal email address)
- Date of birth
- National Insurance number
- Copies of passports or other photo ID
- Employment history (eg job application, employment references or secondary employment)
- Education history (eg qualifications)
- Right to work information
- Details of any criminal convictions (eg Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks)

Lawful bases

Our lawful bases for collecting or using personal information to **provide services and goods** are:

- Consent

- Contract

Our lawful bases for collecting or using personal information for **service updates or marketing purposes** are:

- Consent

Our lawful bases for collecting or using personal information for **research or archiving purposes** are:

- Contract

Our lawful bases for collecting or using personal information for **legal requirements** are:

- Contract

Our lawful bases for collecting or using personal information for **recruitment purposes** are:

- Contract

Where we get personal information from

- People directly
- Health care providers
- Schools, colleges, universities or other education organisations
- Councils and other public sector organisations
- Previous employers

How long we keep information

Record type	Statutory retention period	Statutory Authority
client personal details	6 years after the date of last involvement	Data Protection Act 2018
accident books,	3 years after the date	The Reporting of

accident records/reports	of the last entry	Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)
accounting records	6 years	Section 221 of the Companies Act 1985 as modified by the Companies Acts 1989 and 2006
income tax and NI returns, income tax records and correspondence with the Inland Revenue	not less than 3 years after the end of the financial year to which they relate	The Income Tax (Employments) Regulations 1993
records relating to children	until the child reaches the age of 21	Limitation Act 1980
records relating to events notifiable under the Retirement Benefits Schemes (Information Powers) Regulations 1995, records concerning decisions to allow retirement due to incapacity, pension accounts and associated documents	6 years from the end of the scheme year in which the event took place, or the date upon which the accounts/reports were signed/completed.	The Retirement Benefits Schemes (Information Powers) Regulations 1995
Statutory Maternity Pay records, calculations, certificates (Mat B1s) or other medical evidence	3 years after the end of the tax year in which the maternity period ends	The Statutory Maternity Pay (General) Regulations 1986
Statutory Sick Pay records, calculations, certificates, self-	3 years after the end of the tax year to	The Statutory Sick Pay (General) Regulations

certificates	which they relate	1982
wage/salary records (also overtime, bonuses, expenses)	6 years	Taxes Management Act 1970

Recommended retention periods (ie where no statutory retention periods exist)

Type of record	Recommended retention type
application forms and interview notes (for unsuccessful candidates)	6 months to a year. (Because of the time limits in the various discrimination Acts, for example the Disability Discrimination Act 1995, minimum retention periods for records relating to advertising of vacancies and job applications should be at least 6 months. Successful job applicants documents will be transferred to the personnel file in any event.)
assessments under Health and Safety Regulations and records of consultations with safety representatives and committees	permanently
Inland Revenue approvals	permanently
personnel files and training records (including disciplinary records and working time records)	6 years after employment ceases
senior executives' records (that is, those on a senior management team or their equivalents)	permanently for historical purposes
trustees' minute books	permanently

Who we share information with

Data processors

Microsoft

This data processor does the following activities for us: manage our IT systems, store client information and store our HR records.

FreeAgent

This data processor does the following activities for us: process our payroll information and client information

Other organisations

- Health care providers
- Organisations we need to share information with for safeguarding reasons
- Professional or legal advisors
- Relevant regulatory authorities
- External auditors or inspectors
- Organisations we're legally obliged to share personal information with
- Emergency services (where necessary)
- Publicly on our website, social media or other marketing and information media (where appropriate)
- Previous employers

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal data.

Your right to rectification - You have the right to ask us to rectify personal data you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal data in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal data in certain circumstances.

Your right to object to processing - You have the right to object to the processing of your personal data in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal data you gave us to another organisation, or to you, in certain circumstances.

Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent.

You don't usually need to pay a fee to exercise your rights. If you make a request, we have one calendar month to respond to you.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow

Cheshire
SK9 5AF

Helpline number: 0303 123 1113

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

Last updated

18 April 2024