

Full Service Community Network Privacy Notice



The Full Service Community Network is committed to maintaining high standards of privacy and data protection for our stakeholders and those with whom we work. This privacy notice lets you know what happens to any personal data that you give to us, or any that we may collect from or about you.

If you need further information or want this notice to be provided in an alternative format, please contact us at the email addresses below;

Ann.Pendleton@ccmsschools.com or Lindsay.adair@ccmsschools.com

Who we are

The Full Service Community Network (FSCN) is an educational project based St Mary's University College Falls Road Belfast. The FSCN is funded by the Department of Education's Tackling Educational Disadvantage Team and managed by Council for Catholic Maintained Schools (CCMS)

The core aim of the Full Service Community Network is to help redress educational disadvantage, we do this by working in partnership with schools and communities to provide a range of educational support services for children, young people, families and the wider community of Upper Springfield and Greater Falls areas of West Belfast.

Personal data

The majority of our services are provided to schools and educational facilities who are connected with organisations in the community and voluntary sector and government. The FSCN collect data provided to us by schools, educational facilities and individuals participating in programmes facilitated by FSCN. Personal data is not processed or passed on to any other organisation public or private body.

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Information we collect from you

- Business contact information such as your full name, email address, job title and contact number;
- Records of your registration and attendance at events, such as, training sessions and formal meetings that we organise or host;
- Records of your contact and activities with us, including emails, notes from phone calls and visits to FSCN offices;
- Photographs, video and/or sound recordings of projects, events and training sessions for use in printed and electronic media, for promotional and archival purposes.
- Recruitment data. personal contact details and employment history, as well as equality monitoring information and unspent criminal convictions (where applicable) in completing job applications and pre-employment checks is collected and retained by CCMS HR team, while we have sight of this information for recruitment purposes we do not retain this information. Following the recruitment process information is stored by CCMS.

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How we collect your personal data

We collect personal data from you:

- When you register to attend a training session/event;
- When you attend an event organised by FSCN;
- When we receive referral forms to enable you to receive educational support in school;
- When you apply for a job with us.

How we use your personal data

We use your personal data to:

- Manage registration and attendance at training events and to evaluate and assess impact;
- Track and Trace individuals in compliance with Covid19 regulations and guidance;
- Provide digital services such as reports, email circulars and resources.

What are the lawful bases for our processing of your personal data?

We use the following lawful bases to process personal data:

- Where it is in our legitimate interest to provide confirmations or updates about services we provide you with, such as fulfilling your request to attend events, participate in training courses, or help you with advice and support;

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- Where it is in our legitimate interest to keep our participating schools and partner organisation/groups or business contacts informed about services through the FSCN.

Sharing your personal data

We do not regularly share personal data with other people or organisations.

Your rights under data protection laws

The General Data Protection Regulation provides the following rights to you:

- The right to be informed about the processing of your personal information
- The right to have your personal information corrected if it is inaccurate and to have incomplete personal information completed
- The right to object to processing of your personal information
- The right to restrict processing of your personal information
- The right to have your personal information erased (the “right to be forgotten”)
- The right to request access to your personal information and to obtain information about how we process it
- The right to move, copy or transfer your personal information (“data portability”)
- Rights in relation to automated decision-making which has a legal effect or otherwise significantly affects you

We are committed to upholding your rights. You can contact us for further clarification or any concerns you have regarding your personal data that we hold by contacting the Data Protection Officer using the details below. Please note that the exercise of your rights are dependent on the lawful basis that has been used for each processing activity.

You also have the right to lodge a complaint with the Information Commissioner’s Office which enforces data protection laws:

<https://ico.org.uk/concerns>

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Data security and retention

We minimise the amount of personal data we keep about you and the period of time we hold it for.

In some cases, we retain records for the length of time that we are legally obliged to do so (for example, invoices, payment information, job application and monitoring information, minutes of Board Meetings). In other cases, we apply our retention schedule when we no longer require personal data and ensure its secure deletion or disposal.

We make sure that we don't collect more personal information than we need in order to carry out our activities and review our practices regularly.

Cookies and Analytics

We collect information about your visits to our sites. The data cannot be used to identify any individual. To help us gather this information we use cookies; small files stored on the hard drive of your computer. Cookies allow us to improve our site and deliver a better service.

Our sites use:

- Google Analytics cookies: We use Google Analytics, a popular web analytics service provided by Google Inc. Google uses cookies to collect and analyse information about how the website is used. Google undertakes not to associate your IP address with other data held by Google. Find out more about [Google Analytics here](#).

If you do not wish to accept cookies you can activate the appropriate settings on your browser, however, you may be unable to access some parts of our sites. To find out more about cookies and how they can be turned off, visit www.aboutcookies.org. We will keep your information confidential except where disclosure is required and permitted by law.

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Changes to this privacy notice

We may change this privacy notice from time to time by updating this page to reflect changes in the law, the type of work we do, and our privacy practices. We will notify our members and other stakeholders of any significant changes to our privacy practice via our website and other digital channels.

This privacy notice was last updated on 17th November 2021.

Contact Us

You can contact our Data Protection Officer using one of the following channels:

Email: Data Protection Officer Ann Pendleton

Ann.Pendleton@ccmsschools.com

Address: Full Service Community Network at St Mary's University College

191 Falls Road Belfast Bt12 7FE

Phone: 028 90245582