



Data Protection & Privacy Policy

Policy statement: Sew Positive is committed to protecting and safeguarding your personal data. As part of this commitment, we have updated our privacy policy to meet the high standards of the new European data protection law, known as the General Data Protection Regulation (GDPR). Our updated policy explains your rights under this new law.

Website

The Sew Positive website collects data through forms to enable you to contact us or apply for one of our courses.

Cookie policy

Cookies are small text files (normally numbers and letters) which a website may put on your computer or mobile device when you visit a site or page. The cookie will help the website to recognise your device the next time you visit and remember your preferences.

Website use of cookies

This website uses the standard implementation of Google Analytics that does not use advertising features. This service transmits anonymous website traffic data to Google servers in the United States. It does not identify individual users or associate IP addresses with any other data held by Google. A visitor's IP address is used to determine their physical location but the IP address itself is not data that can be accessed through Google Analytics. All data in Google Analytics is aggregated and anonymised. We use reports provided by Google Analytics to help us understand website traffic and webpage usage.

How to control cookies

If you don't want to receive cookies, you can modify your browser so that it notifies you when cookies are sent to it or you can refuse cookies altogether. You can also delete cookies that have already been set. You may refuse cookies from this website by clicking the 'Decline' option when asked whether you want to consent to cookies.

Social media

Sew Positive uses Facebook, Instagram, LinkedIn and Twitter to communicate with those people who voluntarily choose to engage in this way. No data is collected via social media and followers are free to withdraw from our social media sites when they wish. Sew Positive also has a separate Social Media Policy.

LEARNERS

What information do we hold?

We hold personal sensitive data shared with us by our learners.

How is it being held?

This data is held in an encrypted form on-line on a secure cloud platform, which meets GDPR requirements. We can provide the security policy of the platform on request. Where information is provided on paper this is stored in a locked filing cupboard until it can be put on the system and then paper-based data is destroyed.

How is it collected?

Information is voluntarily shared by Learners during the enrolment process, by completing a Sign up Form on paper or online, by telephone and in a meeting.

Why is it collected and what do we use this data for?

We use this data to identify people, check their eligibility for funded places and their suitability for their course of choice. We use personal data for direct communications and also to analyse and demonstrate our social impact. Details of health challenges are used to ensure emotional safety of learners on our courses.

Who do we share this data with?

Some personal sensitive data is shared with our educational and funding partners. This is to check for eligibility and equality monitoring. No details of health challenges are shared with third parties.

How long do we keep this data?

It is important that we hold data relating to learners who are on our current courses. We keep details of our learners for three years when engagement with Sew Positive finishes. Our education and funding partners have individual policies that specify how long they keep shared data.

MARKETING

We hold data on a spreadsheet of organisations and individuals who have expressed an interest in our work and requested that we send them information on our courses.

What information is being collected?

We collect contact details of individuals in organisations who work in Arts, Education, Health and Sustainable textile sectors.

Who is collecting it?

Sew Positive directly researches relevant and appropriate contacts with a shared interest in the benefits of our work.

How is it collected?

Sew Positive researches public information and records details voluntarily shared by interested parties in person, by email and telephone.

Why is it being collected?

To enable us to effectively market our courses to people who are at risk of social isolation that we could not contact directly.

How will it be used?

To distribute information about Sew Positive courses.

Who will it be shared with?

We do not share our contacts database with any third parties.

Retention period

Contacts are renewed annually and retained until Sew Positive receives requests for removal or have marketing materials returned.

STAFF, VOLUNTEERS & TRUSTEES**What information is being collected?**

We collect personal data and some personal sensitive data relating to staff, volunteers and trustees.

Who is collecting it?

Sew Positive collects the data directly.

How is it collected?

It is collected through the recruitment process, on paper, in person and by email.

Why is it being collected?

Personal data is collected for administrative and direct communication purposes.

How will it be used?

It is used for verification and identification purposes, suitability for selection and administrative purposes. For individuals working directly with Learners it is used to obtain a CRB check with their consent.

Who will it be shared with?

Trustees' personal data is shared with regulatory bodies; For individuals working directly with Learners it is submitted to a third party CRB check service. Staff personnel records are not shared with any external parties.

Retention period

Data is held for 10 years from the end of the final contract period.

Who is the Sew Positive Data Controller?

Melissa Santiago-Val, Sew Positive, 1 Fountain Lane, Haslingfield, Cambridge CB23 1LT
info@sewpositive.org

Your rights

If you wish to exercise any of your rights, as listed below please write to us at info@sewpositive.org

- Access to your personal information
- Objection to processing of your personal information
- Objection to automated decision-making and profiling
- Restriction of processing of your personal information
- Your personal data portability
- Rectification of your personal information
- Erasure of your personal information.

If you make a request relating to any of the rights listed above, we will consider each request in accordance with all applicable data protection laws and regulations. No administration fee will be charged for considering and/or complying with such a request unless the request is deemed to be excessive in nature.

Upon successful verification of your identity you are entitled to obtain the following information about your own personal information:

- The purposes of the collection, processing, use and storage of your personal data
- The source(s) of the personal information, if it was not obtained from you
- The categories of personal data stored about you
- The recipients or categories of recipients to whom your personal data has been or may be transmitted, along with the location of those recipients
- The envisaged period of storage for your personal data or the rationale for determining the storage period
- The use of any automated decision-making and/or profiling.

You can make the above request by emailing info@sewpositive.org or by writing to: Data Protection Officer, Sew Positive, 1 Fountain Lane, Haslingfield, Cambridge, CB23 1LT. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

We hope we would be able to resolve any complain that you have, but if you are not happy you can contact the ICO via <https://ico.org.uk/for-the-public/raising-concerns/>

Keeping your information up to date

To make sure we always have the most up-to-date information about how to contact you, we may also, from time to time, update your records to reflect any changes to your personal information.

How do you remove yourself from our system?

All our data is collected and stored manually, therefore, to remove yourself from our systems please contact our Data Controller: Melissa Santiago-Val info@sewpositive.org with REMOVE ME in the subject area or write to Melissa Santiago-Val, Data Controller, Sew Positive, 1 Fountain Lane, Haslingfield, Cambridge, CB23 1LT.

Document history

Process	Date
Author: Melissa Santiago-Val	29 August 2024
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