

SEEN Programme Privacy Statement

Our contact details

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Address: Third Floor, 20 Old Bailey, London, UK, EC4M7AN

Contact: <https://www.kindredsquared.org.uk/contact/>

E-mail: seen@kindredsquared.org.uk

The type of personal information we collect:

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (your name, contact details, role and organisational affiliation). (NOTE: this is not for students receiving SEEN lessons).
- Information relating to your interest in the SEEN Programme (as part of the SEEN community website hub).
- Feedback and opinions from teachers of the SEEN lessons (post lesson surveys)
- We **do not** collect personal data from young people completing the 'check your understanding' SEEN lesson activities. These are all anonymous at point of data entry and are not therefore considered to be personal data.

How we get the personal information and why we have it:

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Registration for the SEEN community via <https://www.kindredsquared.org.uk/register/>
- Feedback and evaluation of the SEEN Programme lessons (online Qualtrics survey).
- Enquiries you make via the website and/or email.

We use the information that you have given us in order to get feedback on the Programme's activities; evaluate the lessons and curriculum materials; monitor interest in this area of curriculum development; update you on the SEEN Programme's activities; gather evidence to support the teaching of the SEEN curriculum materials in schools across the UK.

We may share this information with Qualtrics as they are the data processor for the SEEN Programme (<https://www.qualtrics.com/support/survey-platform/getting-started/qualtrics-gdpr-compliance/>). Your personal data will not be shared with anybody outside of Kindred² or the data processor.

Under the General Data Protection Regulation (GDPR), the lawful basis we rely on for processing this information is:

(f) We have a legitimate interest. We believe that collecting and processing data around the receptiveness of the education sector to teach young people about early brain development will have longer term societal benefits. It will provide evidence to support the introduction of

this important curriculum content to all young people in the UK. It may play a role in ensuring future generations are school-ready at age 5 and have the best possible start in life.

How we store your personal information:

Your information is securely stored on Qualtrics (for survey data) and memberpress (website community hub). Data may be transferred to Excel spreadsheets and stored in dual authentication accessed Microsoft 365 applications.

We will keep contact names and emails for 5 years. We will then contact you to let you know will be disposing of your information, at which point you can consent to further storage and use of your contact information if you wish to.

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 information.

Your right to rectification - You have the right to ask us to rectify personal information 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 information in certain circumstances.

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

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

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

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. Please contact us at seen@kindredsquared.org.uk or SEEN, Kindred², Third Floor, 20 Old Bailey, London, UK, EC4M7AN if you wish to make a request.

How to complain:

If you have any concerns about our use of your personal information, you can make a complaint to us at seen@kindredsquared.org.uk or SEEN, Kindred², Third Floor, 20 Old Bailey, London, UK, EC4M7AN.

You can also complain to the ICO if you are unhappy with how we have used your data:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113 ICO website: <https://www.ico.org.uk>