



HACKNEY SEND

PARENT CARER FORUM

Privacy Notice

This policy governs the internal operations of Hackney SEND Parent Carer Forum while hosted by City & Hackney Carers Centre.

Legal and financial responsibilities held by the Host remain subject to the Hosting Agreement.

Who we are

Hackney SEND Parent Carer Forum is a non-profit, pan-disability organisation that supports and represents parents and carers of children and young people, with Special Educational Needs and Disabilities (SEND) in Hackney.

Hackney SEND Parent Carer Forum currently operates under a hosted governance arrangement with City & Hackney Carers Centre. Under this arrangement, City & Hackney Carers Centre is the Data Controller responsible for personal data processed by the Forum (ICO Registration Number: Z751668X)

What information we collect

Our primary lawful basis for processing your information is your consent. Where information relates to disability or health, we rely on your explicit consent.

We may collect:

- Your name and contact details (email, phone number)
- Information you choose to share about your child, family, disability, or additional needs
- Feedback, survey responses, or lived experience information

How we use your information

We use your information to:

- Stay connected with you
- Share updates, newsletters, and opportunities
- Invite you to events, meetings, and consultations
- Represent parent carer views to local authorities, health services, and partners

We only collect information that is necessary, relevant, and proportionate to carry out our work and represent families effectively.

Sensitive information

Some information may relate to disability or health. This information:

- Is shared by you voluntarily
- Is treated confidentially
- Is stored securely
- Is only used for agreed purposes

Who we share information with

We may share anonymous information (with no names or contact details) with partners such as local authorities or the NHS to help improve services.

We will not share your personal information without your consent unless required by law or for safeguarding reasons.

How we keep your information safe

We keep your information secure using password protection and restricted access. Only authorised people can access it.

How long we keep your information

We keep your information only for as long as it is needed and delete it securely when it is no longer required.

Financial and grant-related records are kept in line with funding and audit requirements (normally a minimum of six years)

Your rights

You have the right to:

- See the information we hold about you
- Ask for information to be corrected or deleted
- Withdraw your consent at any time

You can also complain to the Information Commissioner's Office (ICO), the UK's data protection regulator.

Contact us

If you have questions or want to use your rights, contact:
Hackney SEND Parent Carer Forum: info@hspcf.org
City & Hackney Carers Centre: info@hackneycarers.org.uk

Consent Form – Parents and Carers

Hackney SEND Parent Carer Forum

Please read the Privacy Notice before giving your consent.

Your details

Name:

Email address:

Phone number:

Consent Statement

I consent to Hackney SEND Parent Carer Forum storing and using my personal information to contact me about updates, events, consultations, and opportunities.

This may include information I choose to share about disability or additional needs.

I understand:

- **My information will be used in line with the Privacy Notice**
- **My views or feedback may be shared anonymously to represent parent carer experiences**
- **I can withdraw my consent at any time by contacting info@hackneycarers.org.uk or info@hspcf.org**

Signature:

Date: