



## How We Protect Your Information

### Our Privacy Notice

Welcome to Creating Ground! Your safety, privacy, and trust are incredibly important to us. This page explains exactly what information we collect about you, why we need it, and how we keep it safe.

#### What information do we ask for?

When you join our activities, we will ask you for a few basic details. We will only ever ask for what we truly need to run our sessions safely. This usually includes:

- Your name and contact details (like your phone number or email)
- Any health, dietary, or accessibility needs you want us to know about so we can support you
- Basic background details (to help us understand our community better)

#### Why do we need this information?

- **To keep you safe:** So we know about any allergies or medical needs.
- **To stay in touch:** So we can message you about upcoming workshops, dates, and times.
- **To fund our work:** We often need to tell our funders how many people attended our sessions. *When we do this, we only ever use numbers, never your name.*

#### Who do we share your information with?

We will keep your details locked and safe on our secure computer systems. We will **never** sell your information or share it with other businesses or immigration authorities.

There is only one exception: If we are seriously worried that you or a child is in immediate danger, we have a legal duty to share that specific concern with the local authority or emergency services to keep you safe.

#### What about photos and videos?

We love celebrating our community through photos! However, you are always in control. We will always ask for your clear permission through our Google registration forms before taking your photo or sharing it on social media or in our reports. If you say no, we completely respect that, and you are still warmly welcome at all our activities.

## **Your Rights**

You are always in control of your own information. At any time, you can:

- Ask us to show you exactly what information we have about you
- Ask us to fix any mistakes (like a new phone number)
- Ask us to delete your information completely
- Change your mind about letting us use your photos

## **Questions?**

If you have any questions or want us to delete or change your information, you can always speak safely to any of our team leaders or contact our Director, Laura Marziale, at

**[laura@theground.org.uk](mailto:laura@theground.org.uk)**