



ELEVATED UP CIC

Privacy Notice

Policy	Privacy Notice
Organisation	Elevated Up CIC, Unit 2 Winster Grove, Birmingham, West Midlands, B44 9EG (Company No. 16143711)
Version	1.0
Approved by	Board of Directors
Date approved	June 2026
Date of next review	June 2027
Policy owner	Director (Data Protection Lead)

1. About this notice

This notice explains how Elevated Up CIC collects, uses and looks after your personal information. We are the data controller, and we handle your information in line with the UK GDPR and the Data Protection Act 2018. You can contact us about your information at emma@elevatedup.org.

2. What information we collect

- Your name and contact details, and (for children) a parent or carer's details.
- Registration information, including a child's age and emergency contacts.
- Health, dietary and accessibility information, where we need it to keep you safe and include you fully.
- Attendance records, feedback and, with your consent, photographs.

3. Why we use it

We use your information to run our activities safely, to contact you, to meet our legal duties, and to report to our funders in an anonymous or grouped way. We rely on your consent, our legitimate interests, and our legal obligations, depending on the information. Health information is treated with extra care.

4. Who we share it with

We do not sell your information or share it for marketing. We share it only where the law requires it, or where it is necessary to protect someone from harm, in line with our safeguarding policies.

5. How long we keep it

We keep your information only for as long as we need it, and then delete or destroy it securely.



6. Your rights

You have the right to ask for a copy of the information we hold about you, to have it corrected or deleted, and to object to how we use it. To make a request, contact us using the details above and we will respond within one month. If you are unhappy with how we handle your information, you can complain to the Information Commissioner's Office at ico.org.uk.

7. Updates

We review this notice every year and will update it if how we use your information changes.

Approval

Approved on behalf of the Board of Directors:

A handwritten signature in black ink, appearing to read 'Emma Hobbis', is written over a horizontal line.

Emma Hobbis

Director, Elevated Up CIC

Date approved: June 2026