

CHILD FRIENDLY PRIVACY NOTICE

This is the child-friendly summary of (and not a substitute for) our [privacy policy](#).

This document is about how we use, and how we look after, information we have got about you.

If you want to get in touch with us please email businessmanager@ipcrq.org. We think it is best if you to discuss this with your parent or carer first, show them any emails before you send them, and copy them into any emails you send.

These are the main facts:

You can always:

- Ask us for a copy of the information we have about you
- Ask us to update the information we have about you
- Ask us to delete the information we have about you

We will always:

- Follow the law on how we can keep and use the information we have about you
- Make sure our policies are the best they can be

We will never:

- Give the information we have about you to anyone else, unless...
 - ...you tell us we can
 - ...we think that doing so will protect you from harm
 - ...the law says we have to (e.g. to prevent a crime)
- Tell people about our work with you in a way that you can be identified, unless you have told us we can
- Use the information you have given us to sell you anything, unless you have told us we can

And here is more detail:

We are the International Primary Care Respiratory Group (IPCRG), a charity for healthcare professionals and others with a goal to improve our lung health and how we breathe. We do our very best to keep the information we have about you safe and private. This is true for all children and young people; our team, our members and the people and organisations who work with us. We have made sure that we have set up good ways to keep information about you safe and private. We check these regularly to make sure they stay as good as possible.

We follow the law about using and looking after information about people called the Data Protection Act which became law in the United Kingdom in 2018 and the United Kingdom's General Data Protection Regulation, which is based on a similar European law.

The sort of information we have about you might be your name, your date of birth, your email and postal addresses, your phone number, and which country you are from.

As part of our work with you we might also know other things about you, such as images or videos. We only keep information like this about you so we can work with you in the future. For example, we may need to use the address, email address or phone number you have given us, to get in touch with you if we need to. As another example, if we are working on a project on asthma and we see from our records that you have asthma, we may contact you to ask for help.

We only ask things about you that you want to tell us, or things that we think we need to know so we can help you, even though they are very private. We will not tell anyone else what we know about you.

You will also have told us some things about yourself if you have asked us to send you things through Mailchimp.

The law says there are only two ways we can use any information we have about you.

One is when you have given us your permission. We have only got your permission if you have actually told us it is OK. We can't say you have given us permission just because you haven't said "no" to something.

The other way we can use information about you is when we think that using it will really help us to help you, even though it is very private. Before we use this private information about you, we weigh up whether it is more important to use it to help you, or not to use it.

There can be times when the law says we must pass on some information about people. For example to help stop a crime like someone being assaulted. If the law says we have to pass something on we don't have a choice. We aren't allowed to say no, even if you haven't given us permission.

If you give us permission, or we believe it will help us to help you even if it is very private, we might get another person or organisation to do some work for us on the information we have about you. We will only ask anyone to do this for us if we are sure they will not break the laws about keeping information about you safe and private.

We may need to give some information about our work to people who give us money for our work, or to people who check that we are doing a good job as a charity. We only tell them about the work we do, not private information about individuals. Any information we share is anonymous, which means nobody can tell which information is about you. They will not be able to see the name of anyone any of the information is about. For example, we might simply tell them the sorts of project we have completed over the past year, but not the personal details of anyone.

We have put in place appropriate security measures to look after your personal data. We will only retain your personal data for as long as we need to.

If another organisation tells us something about you, we will follow their rules about what we do with what they have told us. We will follow any permission you have given them about using your information.

Your rights

The law says that you can always ...

- Ask us for a copy of the information we have got about you
- Change the information we have got about you, or bring it up to date, if it is wrong
- Change how you'd like us to get in touch with you
- Ask us to delete all the information we have got about you (we will then do that, and just keep your name on a list of people we won't get in touch with again)
- Tell us we can't use information about you for anyone to sell you anything
- Tell us if you are worried about the way we are keeping or using information about you, and want to make a complaint about this.

If you want to get in touch you can use any of these options:

Write to: Business Manager, 19 Armour Mews, Larbert, FK5 4FF, United Kingdom.

Phone us: +447505954524.

Email us: businessmanager@ipcrg.org. Remember to discuss any issues with your parent or carer first, and copy them into any messages you send.

If you contact us, we will get back to you in a month – or sooner.

About our website

Like lots of websites, ours downloads tiny files called “cookies” onto your computer. These help our website to work properly for you. You can find out more about cookies on Wikipedia [here](#).

One sort of cookie our website may put onto your computer is from Google. This is to see what people look at on our website, so we can make it better in the future. You can find out more about this on the “analytics” page on Google's website [here](#).

Another sort of cookie that may go onto your computer is from one of the other sites you can reach through our website – like Google Maps, YouTube, Vimeo, and Flickr. You would need to go onto their own websites to find out more about these.

You can stop your computer from accepting cookies. The “Help” part of your computer's web browser should tell you how to do this. It is best not to do this though, because stopping cookies can mean that websites like ours won't work so well on your computer.

If things change in the future

We may change some of the things we have said here about what we do with the information we know about you. If we have got your email address, we will send you an email to tell you about any big changes. Or we will post news on our website. If you keep using our website, this will mean you are ok with those changes.

If you want to know more, have a look at our general [Privacy Notice](#).

Siân Williams and Noel Baxter,
Joint Chief Executive Officers
International Primary Care Respiratory
Group (IPCRG)
September 2021