



## Privacy notice: Headstart programme promotional material

We, [The National Lottery Community Fund](#) (data Controller) and the [Anna Freud Centre](#), (data Processor) wish to record and use your contributions discussing Headstart at the Headstart digital events, for promotional purposes, in digital and hardcopy formats. For this purpose we also collect your contact details and consent for participation, through a consent form, also your parent/carer's contact details if you are under 18.

We will use the promotional material (Materials), recorded with your permission, for the remaining period of the HeadStart evaluation programme, i.e. up to the end of July 2023. During this time, we will also keep your consent form which includes your personal details. We will store the Materials and consent form electronically. We rely upon Art 6(1) and Art 9(2)a, of the UK GDPR, which is consent. This means we intend to use your personal data in the ways explained to you and with your permission, which you have the right to withdraw at any time.

We will share the Materials with local HeadStart partnerships and with University College London for their promotional use; as well as more widely on websites, social media, in publications and at events. If you do withdraw your consent to our use of your data, we will stop using your contributions, but we may not be able to prevent further use on social media or other platforms by other organisations once the recordings are in the public domain.

The Anna Freud Centre uses an external company (The Transcription Centre, The Colmore Building, 20 Colmore Circus Queensway, Birmingham, B4 6AT UK; <https://www.transcriptioncentre.co.uk/>) to transcribe the digital events and we have an agreement in place with them, which ensures that this organisation also keeps the Materials secure and strictly confidential and used only as instructed by us.

You can tell us what to do, or what not to do, with your information (i.e. you have rights!). You can:

- Ask us to tell you more about who is handling your information, who it is being shared with and what they are doing with it
- Ask us to send you a copy of the information we have collected about you
- Ask us to transfer the information we have collected about you to someone else
- Ask us to change (correct) any information we have about you that is wrong
- Ask us to stop using, or delete, the information we have collected about you

You should contact [Lorraine.Joyce@tnlcommunityfund.org.uk](mailto:Lorraine.Joyce@tnlcommunityfund.org.uk) if you want to exercise your rights. You can also make a complaint to the ICO at any time if you feel we are misusing your personal data, (<https://ico.org.uk/global/contact-us/> or 0303 123 1113).

*This notice was last updated on 22/09/2021.*