EcoMinds

Data Protection and Privacy Statement

EcoMinds Summer Workshops

Introduction

EcoMinds is committed to protecting the privacy, safety and wellbeing of all participants and their families. This Data Protection and Privacy Statement explains how personal information will be collected, used, stored and managed throughout the delivery of the programme.

We are committed to ensuring that all personal information is handled responsibly, transparently and securely.

Data Protection Compliance

All personal information collected and processed through the EcoMinds programme will be handled in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**.

Personal information will only be collected where necessary for the safe and effective administration of the programme and will be processed lawfully, fairly and transparently.

What Information We Collect

To support participation in the programme, we may collect the following information:

- Participant name
- Participant age or date of birth
- Parent/carer names and contact details
- Emergency contact information
- Medical information, allergies, dietary requirements or access needs relevant to participation
- Attendance records
- Photography and media consent preferences
- Information required for safeguarding and wellbeing purposes

We will only collect information that is necessary for programme delivery and participant welfare.

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Architecture for Kids CIC
Registered in England
Company number: 14004881

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Why We Collect Information

Participant information is collected to:

- Manage workshop registrations and attendance
- Communicate programme updates and practical information
- Support participant safety, wellbeing and safeguarding
- Respond appropriately in emergency situations
- Ensure activities are accessible and inclusive
- Monitor and evaluate programme participation
- Meet reporting requirements for project partners and funders, where appropriate

Information will only be used for the purposes for which it was collected.

Access to Information

Access to participant information will be restricted to authorised members of the project team and, where necessary, staff responsible for programme delivery, safeguarding and administration.

Personal information will not be shared with external organisations or third parties unless:

- Consent has been obtained from the participant and/or parent or carer;
- The disclosure is required to protect the safety and wellbeing of a participant;
- The disclosure is required by law; or
- The disclosure is necessary to fulfil safeguarding obligations.

How Information Is Stored

Participant information will be stored securely in password-protected digital systems with access limited to authorised personnel.

Any information downloaded from online systems will only be stored on secure, password-protected and encrypted devices. Appropriate technical and organisational measures will be used to protect information from unauthorised access, loss, misuse, alteration or disclosure.

Where physical copies of information are required, these will be stored securely and only accessed by authorised team members.

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Data Retention

Participant information will only be retained for as long as necessary to:

- Deliver the programme;
- Fulfil safeguarding responsibilities;
- Complete evaluation and reporting requirements; and
- Meet any legal or contractual obligations.

Once information is no longer required, it will be securely deleted, anonymised or destroyed in accordance with data protection requirements.

Photography, Video and Media

Photographs, video recordings and other forms of media may be collected during programme activities for documentation, evaluation and promotional purposes.

Such media will only be used where appropriate consent has been provided by participants and/or their parents or carers.

Participants who do not wish to be photographed or recorded will have their preferences respected throughout the programme.

Intergenerational and Community Activities

As EcoMinds encourages collaboration between young people, design professionals, educators, local stakeholders and community members, participants may engage in discussions, presentations and collaborative activities involving people of different ages and backgrounds.

Any personal information shared during these activities will be managed responsibly and in accordance with this Privacy Statement.

Participant Rights

Under UK data protection legislation, participants and their parents/carers have the right to:

- Request access to personal information held about them;
- Request corrections to inaccurate or incomplete information;
- Request the deletion of personal information where appropriate;
- Object to certain forms of data processing;

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- Withdraw consent where consent has been provided; and
- Raise concerns about how personal information is being handled.

Requests relating to personal information will be responded to within the timescales required by UK data protection legislation.

Contact Information

If you have any questions regarding this Privacy Statement or the handling of personal information, please contact:

Organisation: Architecture for Kids CIC
Contact Person: Antonio Capelao
Email: hello@architectureforkidscic.org
Telephone: 07721400048

Last Updated: April 2026

EcoMinds is committed to creating a safe, inclusive and respectful learning environment while ensuring that all personal information is managed responsibly and securely.