



## Questions about BPCF Member Data Information Usage and Storage

Please read the notes about data information storage and usage below and then complete this form to become a member of the Barnet Parent Carer Forum (BPCF)

If you have any further questions please email [info@barnetpcf.org.uk](mailto:info@barnetpcf.org.uk) or telephone 07468 029705

### Why have I been given this form?

We give this form to all parents/carers of children with disabilities and additional needs who wish to join the BPCF, and receive newsletters/surveys/ updates and information on training and events.

### Why are you asking for this information?

We are asking for this information so we can:

- Use it for surveys and research projects undertaken by BPCF which inform the decision making of the government/local authority and health trust, of the needs of Parent Carers and the young people they care for.
- Ensure that we are reaching out to a wide range of families.
- Collect evidence to help us to apply for grants – and keep going in the future!

### What will you do with this information?

We will keep this information on a secure, password protected database. Once we have entered the data we will shred the forms. Information is downloaded onto the Barnet Mencap server for specific BPCF monitoring purposes but is not used for Barnet Mencap's own reasons and will not be shared with any other individual or organisation except 'Mailchimp' (This is to enable BPCF to contact you via email and for no other purpose see <https://kb.mailchimp.com/accounts/management/about-the-general-data-protection-regulation>) and can only be accessed by the BPCF Data Officer or Participation Worker. Member information will be stored on the database until the September following the 25<sup>th</sup> birthday of the member's son/daughter, or such time as we are informed that you wish to cancel your membership and delete your membership record. You can request anytime that your data is deleted in writing via either post or email using the contact details on the BPCF website.

### Do I have to fill it in?

Yes, but you are in control of what information you submit and what information you wish to receive from BPCF. You may be happy to receive some information and not others, so there is the option to not answer in all sections.

We are though very grateful if you could take a minute to fill it in. It will help BPCF to inform the work that we do in partnership, and on behalf of Parent Carers in Barnet.

**THANK YOU**