OCD-UK's parent project GDPR

What data will OCD-UK be storing?

OCD-UK will store the information you supplied us with in your sign-up form for the parent project workshops as well as any information from any feedback forms you have filled in after attending workshops, focus groups, and online meetings.

Where will your data be processed and stored

Your sign-up form data will be processed through the online booking forms which are generated through our website booking system. Only OCD-UK staff who have admin rights are able to access the password protected booking system. The data shared will then be stored in a secure, password protected spreadsheet which can only be accessed by internal employees at OCD-UK.

Your feedback form data will be processed via OCD-UK's Microsoft Forms account where responses are password protected and will be stored in our account.

How long will we keep your data for?

We will store all of the information from your sign-up and feedback forms until two years after the end of the project (the end of 2028).

What your data will be used for

OCD-UK will use any information from your sign-up and feedback forms internally to ensure that the content of the workshops will meet the needs and expectations of each individual attendee, and to make sure the project is appropriate to those who have signed up to take part.

Your data will also be used to help OCD-UK to internally evaluate the development and success of the project, as well as any areas that need adjusting and improving.

OCD-UK will also use your data to allow us to contact you regarding this project, and any other projects which are relevant to you (until the end of 2028 as stated).

Who we share your data with

Extracts of your data will be shared with The National Lottery Community Fund, who are the funders of the parent project. These extracts will also be shared with any external evaluators who will be independently evaluating our project for reporting.

The extracts of data we will share will consist of information from your feedback and sign-up forms including the following:

- Your child's diagnosis status
- Any non-identifiable feedback from feedback forms
- The brief description of your child's symptoms and experiences supplied in your sign-up form

This should have no consequences for individual participants as they will not be identifiable but could potentially give evidence of the need for this project, and any other future projects, due to the difficulties in accessing safe and effective treatment for OCD, and the correct support and guidance for parents and caregivers.

Please note that any data shared externally will <u>only</u> be shared with The National Lottery Community Fund and our independent evaluators and will <u>not</u> be identifiable to you or your child. Therefore, we will not share with them the following:

- Your name
- Your postcode
- The location of the workshop you attended
- Your email address
- Any identifiable information you may have shared within the brief description of your child's symptoms and experiences with OCD

OCD-UK will also share small quotes and feedback comments which have been made via emails, forms, or in conversations in relation to the parent project to help us to illustrate the project to other parents who are interested in attending any future workshops. These small quotes and feedback comments will ensure anonymity and will not include identifiable data. These comments and quotes will be shared on our social media platforms, website, forums and potentially with CAMHS services to promote the project to the parents of the children who are accessing treatment within their services.

Your rights with your personal data

You have the following rights in relation to your personal data processed and stored by us:

Right of rectification

If we're holding data about you that is incorrect, you have the right to have it corrected. Please email any related request to parents@ocduk.org

Right to erasure

You can ask that we delete your data and where this is appropriate, we will take reasonable steps to do so. Please email any related request to parents@ocduk.org

If you have any concerns or queries related to the GDPR policy for the parent project, please email parents@ocduk.org