Sheffield Children’s University Privacy Notice

Who we are

Sheffield Children’s University (CU) is a member of a national initiative that encourages and celebrates children and young people who take part in learning activities outside of school hours. Learning can be at either CU subscribed schools in Sheffield or at registered activity providers, called Learning Destinations.

One credit is awarded for every hour of learning, earning CU awards and special award ceremonies take place in schools and prestigious venues across the city. Sheffield CU is part of Sheffield City Council and uses the Capita ONE database to track and reward children with CU credits.

How we will use personal information

We will use the information provided by you, our schools and Learning Destinations to:

- track and reward children and young people in Sheffield with CU credits for their participation in out of school activities
- maintain and update contact details so we can provide our service to schools, Learning Destinations and partners and share information about activities
- book and manage events, activities and award ceremonies
- analyse the impact of taking part in Sheffield CU
- record your permission to use images and gain feedback on the service we provide

Who we will share personal information with

Information will be shared with other Council services and CU subscribed schools so we are able to deliver our service. Reports on participation are also provided back to children and families along with award certificates. When personal data is used for this purpose of analysing impact, any information shared is always anonymised; we will never use information to identify or contact any individual.

How long we will keep personal information

The information you provide will be kept in accordance with Council retention and disposal schedules and will be deleted when no longer required for the purposes for which it was obtained.

What are your rights?

You have rights under Data Protection law. For further details about your rights, the contact details of our Data Protection Officer and your right to make a complaint please see our Data Protection webpage: http://www.sheffield.gov.uk/privacy

You also have the right to contact the Information Commissioner’s Office.