

Course Safety & Privacy

Your safety is very important to us, we adhere to strict guidelines.

All our staff & volunteers are Enhanced DBS checked and adhere to the following:

- The waiting room feature will be enabled for all classes and the identity of learners are checked before admitted to the Zoom classes.
- Security information, such as passcodes and passwords will not be shared with other learners. Learners can share this information with us to provide remote support when necessary and with their consent.
- Personal information, such as contact details are stored in a safe and secure place in line with GDPR which will not be shared with a third party without their consent.
- The recording or taking of images during classes is forbidden. Occasionally we may ask if we can record or photograph during a class to help us communicate the positive impact the programme is having to our funders and wider community. Learners will always be asked for their permission beforehand.
- Throughout the programme, learners will be advised on the ways they can stay safe online. They will never be asked to enter personal information or set up accounts that could compromise the security of their devices and their own safety.
- We will never ask for you to share information with us that is not relevant to the programme or will not help us support you with your learning.
- We pride ourselves on providing an open and inclusive space for all.
- All confidential information will never be shared with other learners or third parties without consent.

If you have any questions, then contact:

07523 646 277 (Phone, WhatsApp or Text) **info@clearcommunityweb.co.uk** (Email)