



Neurohive CIC

Privacy Policy

Plain English (GDPR Summary)

Last Updated: January 2026

NeuroHive CIC takes your privacy seriously. We follow the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018** to make sure personal information is handled lawfully, fairly, and safely.

When you use our services (including our website and projects such as Funtime Games), we may collect some basic personal information. This usually includes your name, contact details, and information needed to help you take part safely. We only collect information that is necessary, and we explain why we need it.

We work with **children, young people, and neurodivergent adults**.

If you are under 18, we ask for permission from a parent or carer before collecting or using your information, unless we must share information to keep someone safe. Safeguarding information is managed carefully by our **Designated Safeguarding Lead (DSL)**.

We use personal information to:

- Provide and manage our services
- Communicate clearly with participants, families, and volunteers
- Make reasonable adjustments and provide appropriate support
- Keep people safe and meet safeguarding responsibilities
- Meet legal, funding, and accountability requirements

We **do not sell personal data**. We only share information when it is necessary, lawful, and proportionate, for example with trusted service providers, funders (usually in anonymised form), or statutory safeguarding agencies if someone is at risk of harm.

Personal information is stored securely and only kept for as long as needed. Safeguarding records may be kept for longer where the law or guidance requires this.

Under **GDPR**, you have the right to:

- Ask what information we hold about you
 - Ask for information to be corrected if it is wrong
 - Ask for your data to be deleted where it is safe and lawful
 - Withdraw consent at any time
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If you are unsure about anything, you can ask questions. We aim to explain things clearly and without jargon.

Contact details:

Email: mel@neurohivecic.com

Designated Safeguarding Lead (DSL): Melanie Cossins

For full legal detail, please read our complete Privacy Policy.