

Participant Privacy and Consent

Pocket Money Adventures CIC | Version 1.1

Effective: 2 October 2026 | Review: 2 October 2027 or sooner on relevant change

Policy owner: Nathan Waldron, Director | Signatories: Nathan Waldron and Bernadette Houlton | Approved policy issue

Adopted by Pocket Money Adventures CIC on 2 October 2026.

Signed electronically: Nathan Waldron, Director and Designated Safeguarding Lead.

Signed electronically: Bernadette Houlton, Director and Deputy Designated Safeguarding Lead.

Typed electronic signatures in the established policy format.

Current operating requirements

Zero Child Data applies to routine learning, access and evaluation: no child names, accounts, personal finances, individual tracking or school-held match-code keys are collected by PMA. Standard PMA sessions do not involve PMA photographing or filming identifiable children. Necessary safeguarding, accident or legal records are an exception and are minimised, protected and shared lawfully. Pseudonymised codes are not automatically anonymous. Research beyond safe aggregates requires a separately approved protocol, lawful basis, privacy information and ethics arrangements before collection.

This notice is for a separately commissioned adult supported service. The funder, fields and follow-up schedule must be agreed and accurately described before intake; standard child/family story sessions do not require this form. No unconfirmed funder requirement is imposed on a participant.

Detailed policy and procedures

Participant Privacy and Consent

This document is given to every adult taking part in Pause, Plan, Prepare. It explains in plain words what information we ask for, why, who sees it, how long we keep it, and what you can choose. It is also the record of the choices you make. The short version We ask for very little. You keep your own figures. Nothing about you goes to another organisation unless you ask us to send it, or unless someone is at risk of harm. You can take part fully while saying no to follow-up, no to a case study, and no to any question.

1. Who we are

Pocket Money Adventures CIC, company number 16994988, registered with the Information Commissioner's Office under ZC124930, is the data controller for the information described here. You can contact us at hello@pocketmoneyadventures.co.uk or, about data specifically, dpo@pocketmoneyadventures.co.uk.

2. What we ask for, and why

Information Why we need it

Your name and how to contact you To arrange your session and, if you agree, to follow up

The first part of your postcode To show the funder we are reaching the right areas

Age range of the children attending To run the session at the right level. We do not need their names

Anything that would help you take Access, language, communication or other needs part

Broad areas you would like help with To choose the right activities and information for you

Where you feel you are with money, Only if the actual agreed project requires it and the participant has received accurate privacy information on a simple scale

What you chose to do next, and To know whether the service actually helps whether you did it

3. What we never ask for

- bank statements, account numbers, PINs or passwords;
- your credit file, or a list of your debts and balances;
- your benefit award letters or the details of your claim;
- your income figure, unless you choose to write it in your own plan, which you keep; and
- anything at all from your children about your household's money. If you use a budgeting or entitlement tool with us, the numbers are yours. We record only that you used it.

4. Your choices

You will be asked to tick each of these separately. Saying no to any of them does not affect your place, the session, or anything you receive.

- Follow-up. May we contact you about four weeks later, and again later still, to ask how it went? Yes / No. Preferred way: phone, text, email or in person.
- Supported connection. If you ask us to help you reach another service, may we help you make that contact? Yes / No. This is decided each time, not once.
- Sending information for you. If a service has its own referral route and you would rather we send it than you call, may we send the least information that route needs? Yes / No. We will tell you exactly what we would send before we send it.
- Case study. May we use an anonymised description of your experience in our reporting? Yes / No. You would not be named, and no detail that could identify you or your children would be used.
- Photographs. Would you be happy to appear in photographs of the session? Yes / No. Sessions run normally either way. You can change any of these at any time by telling us. You do not have to give a reason.

5. When we would share without asking

Where necessary and lawful for safeguarding, if we believe a child or an adult is at risk of serious harm, we will share what is necessary with the people whose job it is to help, such as children's or adult social care or the police. Wherever it is safe to do so, we will tell you what we are sharing and why. Other necessary lawful disclosures, such as a court order, legal obligation or rights response, may also apply; explain them where safe and lawful.

6. Who else sees anything

Our funder receives numbers and anonymised information: how many households took part, broad areas, what people chose to do, and whether it helped. Your name is not in that reporting. Our people see only what they need to run your session and your follow-up.

7. How long we keep it

We keep information that identifies you for twelve months after our last contact, then delete it. Anonymised numbers are kept for the life of the funded project and any audit period afterwards. Safeguarding records are kept for as long as the law requires.

8. Your rights

You can ask us what we hold about you, ask us to correct it, ask us to delete it, withdraw a consent, or complain. Contact dpo@pocketmoneyadventures.co.uk and we will reply within

one month. If you are unhappy with our answer you can complain to the Information Commissioner's Office at ico.org.uk or 0303 123 1113.

9. Your record

Participant reference: _____ Date: _____ I have read this information, or had it read to me, and I have made my choices above. Name:

_____ Signature: _____ Taken by:

_____ Role: _____

Issue control: current approved issue dated 2 October 2026. Earlier issues are archived. Policy approval does not complete host agreements, individual acknowledgements or venue checks.