



PRIVACY NOTICE FOR ASSOCIATES (HOW WE USE YOUR INFORMATION)

What is the purpose of this document?

The Fortune Centre of Riding Therapy will make sure that your personal information is kept private and secure.

This privacy notice describes how we collect and use personal information about you, in accordance with the General Data Protection Regulation (GDPR). We will comply with data protection law. It applies to all Associates.

The Fortune Centre of Riding Therapy is a "data controller". This means that we must decide how we hold and use personal information about you and give you information about this.

It is important that you read this notice so that you know how and why we are using your information.

The kind of information we hold about you

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are "special categories" of more sensitive personal data which require a higher level of protection.

We will collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Place of birth and date of birth.
- Unique student number.
- National Insurance number.
- NHS number.
- Gender.
- Special educational needs information.
- Details of previous schools, work experience attended and residential establishments.
- Parents/Guardian's personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
- Details of medical professionals involved in your care.
- Details of siblings and other family members.
- Bank account details.
- Assessment records, care plans and targets.
- Behaviour management records.

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- Information about your use of our computers and telephones.
- Photographs.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

How is your personal information collected?

We collect personal information about Associates through the assessment and application and process, from parents/guardians, Social Workers, GPs, previous schools and colleges and other relevant professionals. We will collect additional personal information over the period you live with us at Lanfranco House.

How we will use information about you

We will only use your personal information when the law lets us. Most commonly, we will use your personal information in the following ways:

1. Where we need to perform the contract we have entered into with your Local Authority.
2. Where we need to comply with the law.
3. Where it is necessary for our legitimate interests (or those of someone else) and your interests and rights do not stop us using this information.

We may also use your personal information in the following situations, which are likely to be rare:

1. Where we need to protect your interests (or someone else's interests).
2. Where it is needed in the public interest [or for official purposes].

Situations in which we will use your personal information

We will use the information about our Associates:

- To monitor and report on your progress towards your targets
- To provide pastoral care
- To ensure Associates are kept safe
- To review the quality of our services
- To comply with the law regarding data sharing
- To monitor your use of our computers and telephones to ensure the use is in line with our IT policies and keep the system safe and secure.
- Equal opportunities monitoring.

If you do not give us personal information

If you do not give us certain information when requested, we may not be able to properly support you.

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless there is a good reason to use it for something different. If we need to use your personal information for some other reason, we will tell you.

Who we share Associate information with

We routinely share Associate information with:

- places that the Associates attend or live at after leaving us.
- your Local Authority.

Why we share Associate information

We do not share information about our Associates with anyone without consent unless the law and our policies allow us to do so.

Data security

We have put in place measures to keep your information safe and secure.

We have put in place procedures to deal with any suspected data security breach and will tell you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

How long will you use my information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for. Details of retention periods are available in our retention policy – if you want to see a copy please ask.

Sometimes, we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. Once you are no longer an Associate we will retain and securely destroy your personal information in accordance with our data retention policy.

Requesting access to your personal data

Under data protection legislation, parents and Associates have the right to request access to information about them that we hold. To make a request for your personal information please contact Sarah Hough at Avon Tyrrell.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

Data protection officer

We have appointed a data protection officer (DPO) to oversee compliance with this privacy notice – Sarah Hough. If you have any questions about this privacy notice or how we handle your personal information, please contact the DPO. You have the right to make a complaint at any

time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

If you have any questions about this privacy notice, please contact Sarah Hough, Head of Finance and Company Secretary and Data Protection Officer.