

Privacy Notice

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| <p>1. Introduction</p> | <p>This information sheet is about how we interpret our duties towards you under the General Data Protection Regulations - GDPR (2018). Our practice is fully compliant with the requirements of the GDPR and the principles contained therein with regards to data protection.</p> <p>Futures in Mind Ltd is the registered data controller with the Information Commissioner's Office.</p> <p>The named data controllers are Russell Postlethwaite and Emma Clink and can be contacted at http://enquiries@futuresinmind.org</p> <p>If you have any queries about this policy or make a complaint, please contact the Data Controller directly. If you are not satisfied with the answers provided, or if you require any further information, you can contact the Information Commissioner's Office (ICO) at https://ico.org.uk/</p> |
| <p>2. What personal information we collect about you</p> | <p>The types of personal information we may collect from you might include:</p> <p>In relation to children and young people (and parents/carers):</p> <ul style="list-style-type: none"> ▪ Name and date of birth of your child/young person ▪ Contact details such as email address; home address; phone numbers (of parents/carers). ▪ Information relating to your child/young person's needs, including any registered disabilities. ▪ Whether or not the child/young person is 'Looked After' or under any special guardianship arrangements. ▪ For children/young people, any other information relevant to our role such as school assessment information; our own observations and assessments, etc... <p>In relation to professionals (e.g. who have attended our training courses):</p> <ul style="list-style-type: none"> ▪ Email addresses and address of school where employed <p>In relation to associates:</p> <ul style="list-style-type: none"> ▪ Contact details ▪ DBS; CV; references; plus other work-related information to allow for processing of associate status |

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| | <ul style="list-style-type: none"> ▪ HCPC registration number |
| <p>3. How we use your information</p> | <p>In relation to children and young people we use the information we gather to enable us to fulfil our professional role which might include, making decisions about the nature of our involvement; use of assessment approaches ; inform our thinking about a child/young person’s areas of strength and need; and to enable full explanation and justification of our involvement, should it be required.</p> <p>In relation to schools/organisations that have commissioned our services, holding information allows for effective communication about our services and support.</p> <p><i>For all - We will not give information about you to anyone outside of our organisation without your consent unless the law allows or compels us to.</i></p> |
| <p>4. Why we process your data: our legal basis</p> | <p>Under the GDPR we are required to have a clear legal basis for processing your data, outlined here:</p> <p>In relation to the nature of our business there are three main lawful reasons for processing information: consent; contract; and legitimate interests.</p> <p>For example, at the point of our involvement with a child/young person, we require consent to both be ‘involved’ and to hold personal information so as to be able to undertake our professional role. This is explained in our ‘Parental/carer’ consent form.</p> <p>Further, in the situation outlined above, we also process your data under the lawful basis of ‘contract’; as holding such data allows us to fulfil our professional role: please see section 3, above. There also times when we may be sent information about a child/young person from other professionals. In such cases the lawful basis legitimate interest.</p> <p>Where a person/organisation has contacted us, we may also hold information to allow us to fulfil an obligation such as providing information about our services; quotes, etc... In this case the lawful basis is ‘contractual’.</p> <p>For professionals / organisations</p> <ul style="list-style-type: none"> ▪ If you have attended one of our training courses, then the legal basis for us processing your data (and sending you |

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| | <p>information about subsequent related content, training courses or websites) is a legitimate interest.</p> <ul style="list-style-type: none"> ▪ If you have commissioned our services, we will hold information that allows us to remain in contact with you and also inform you of other services that we might offer: lawful basis is 'contract.' <p>Associates working for and on behalf of Futures in Mind</p> <ul style="list-style-type: none"> ▪ If you provide services for Futures in Mind (e.g. as a psychologist or speech and language therapist), we need require various documentation, such as your contact details; curriculum vitae, Disclosure and Barring Service check details, and proof of HCPC registration. The legal basis for this is the need for the data controller to carry out their obligations: legitimate interest. |
| Data security and retention of records | <p>In relation to records for children and young people we keep all data in secure password protected digital files for a period of 7 years.</p> <p>For professionals who have attended our training courses, we keep email addresses until such time that you indicate you no longer wish to be contacted.</p> |

For more information about how we store and use your information please follow this link <http://www.futuresinmind.org/quality-assured>.

If you wish to see the information we hold about you please contact us to request this via the contact details at the **foot** of this page.

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