

## Privacy Notice

Therapeutic Teaching (Catherine Stephenson) is committed to ensuring your personal information is protected. This privacy notice describes how Catherine Stephenson as the data controller, collects, uses and protects information relating to the client (child, young person, parent/carer, organisation).

Therapeutic Teaching is registered with the Information Commissioner's Office (commenced 19.11.18, renewed annually). Training is completed/refreshed annually.

### **How we collect your information**

The information we collect is with the client's consent from the referring school or Local Authority, a contact or request for involvement form (website), an agreement of involvement, a risk assessment and information collected as we work in partnership with you throughout your association with Therapeutic Teaching. We request additional consent for any use of personal data with Motional (an online assessment tool).

### **The lawful basis on which we use this information**

#### Article 6 Lawful Processing

Processing shall be lawful only if and to what extent that the below requirements apply:

- The individual whom the personal data is about has consented to the processing, or in the case of a child the parent/guardian has given consent.
- The processing is necessary: in relation to a contract which the individual has entered into; or because the individual has asked for something to be done so they can enter into a contract.

#### Article 9

Explicit consent of the data subject [or in the case of the child, the parent/guardian has given consent] see consent form. Explicit consent of the data subject in the contact form/ agreement for involvement to hold and use contact information for the purpose of keeping the client informed of the contracted work or news and events.

We make sure that information we collect and use about pupils is in line with the GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual, we must have a legal basis to do so.

### **The type of information we hold**

This information will only be what is required to provide the agreed service and to minimise risk to the provider and may include name, address, contact telephone number, email address, date of birth,

doctor or other medical professionals known to you, attendance, assessments (SEND/attainment), exclusion, relevant family history provided by you or a professional with whom you have agreed to share information.

We may take photographs of inanimate objects such as products of the pupil's learning and care will be taken to avoid any recognisable features that could identify the pupil or family. In any exceptions we would request consent for media use.

### **How we use your information**

We process personal data of children/young people for the lawful purpose of fulfilling the contract. This can involve sharing information with your agreement with professionals involved with the client. The sharing of information would also be compliant with safeguarding measures. We use the data to:

- enable good quality, targeted learning for individuals,
- provide suitable care and support for the individual,
- assess and monitor progress in learning and wellbeing,
- monitor our effectiveness as a provision,
- comply with the law regarding data sharing,
- support transitions to new placements,
- protect and safeguard pupils.

We will not use any feedback as testimonials without an additional consent.

### **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

### **Who we will share your information with**

We are required, by law, to pass on some of this personal data with your knowledge (if it is safe for the child to do so) in the event of a safeguarding concern with other agencies who have a responsibility to safeguard children, such as the police and social care.

The Local Authority may require certain information about the services provided by Therapeutic Teaching. This is called a 'public task' and is recognised in law as it is necessary to provide the information.

Information will be shared in session reports or assessment reports as required by the organisations consented to be involved. This may be due to a request for statutory assessment for an Education Health and Care Plan. With additional consent we may use software such as [Motional](#) to track progress in wellbeing/social and emotional learning. We must keep up to date information about parents and carers for emergency contacts.

## **Storing your information**

Your personal information will be recorded and stored as 'Official Sensitive' on IT systems owned by Therapeutic Teaching and will only be stored inside the European Economic Area (EEA), or a country approved by the EU.

Information stored electronically will be password protected at the point of the document or shared through Egress Switch software. No personal information will be kept or used on an individual system except for the minimum time required to complete a document. Documents holding personal information are shared with clients using secure digital transfer using Egress Switch software or if directed by the client using password protection. Passwords will be shared by telephone/ in person. Test email and Delivery and Read receipts will also be used.

## **Retention**

We will retain your personal information in accordance with legal and regulatory requirements. We will only retain your information while we are actively engaged with you. Where we have had no interaction with you for a period of three months we will delete your personal information.

## **How you can access your information**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, please contact [cath@therapeuticteaching.uk](mailto:cath@therapeuticteaching.uk) You also have the right to:

- request your personal data is erased where it is no longer necessary for Therapeutic Teaching to retain such data;
- withdraw your consent to the processing at any time;
- request that Catherine Stephenson as the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means].
- 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;
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>

### **How will we tell you about future changes to this Privacy Notice**

Any changes we make to our Privacy Notice will be put on our website. Please check for updates from time to time so you are always fully aware of what information is collected and how it is used. Please do not hesitate to request a copy of our Data Protection Policy if you require further information.

### **How to contact us**

If you have any questions or concerns about our use of your personal information please contact Catherine on 07864037596 or email [thera.teaching@gmail.com](mailto:thera.teaching@gmail.com)

Policy written by	Catherine Stephenson
on	14.01.19
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