# CHEXS Privacy Notice

CHEXS is committed to protecting the privacy and security of your personal information.

This Privacy Notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the General Data Protection Regulation (GDPR) and data protection legislation.

## The categories of information that we collect and hold include:

* Personal information (such as name, address, email, telephone number, medical information and emergency contact)
* Attendance information (such as sessions/courses attended, pre and post questionaires
* Referral information (such as special educational needs information, exclusions / behavioural information, school meal eligibility)

## Why we collect and use this information

* Register attendees of our Growth programme
* To be able to monitor and report the impact/outcomes
* To provide appropriate pastoral care
* To assess the quality of our services
* To comply with the law regarding data sharing
* To be able to provide information of the charities services and other local parent/children agencies

## The lawful basis on which we use this information

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

Where we need to perform the contract we are about to enter into or have entered into with you.

Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

Where we need to comply with a legal or regulatory obligation.

You have the right to withdraw consent to marketing at any time by contacting us.

**Collecting Information**

Whilst the majority of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation we will inform you whether you are required to provide certain information to us or if you have a choice in this.

## Storing data

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

## Who we share information with

We routinely share pupil information with your child/s school. Providing feedback and reports to monitor and evaluate your childs progress on our Growth Programme.

Where necessary with consent we would share information with other agencises/services to provide additional support or information.

## Why we share information

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

* Referrals/signposing to other agencies/services
* Providing HCC reports for monitoring purposes
* HCC Family First to record our prevenatative interventions
* Safeguarding

## Data collection requirements:

Charity has a robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data.

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

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information we hold. To make a request for your personal/childs information, contact CHEXS office manager (DPO) Linda Jeeves; lindaj@chexs.co.uk

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

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/>

# Contact

If you would like to discuss anything in this privacy notice, please contact: CHEXS office manager (DPO) Linda Jeeves; lindaj@chexs.co.uk