

## **Privacy Notice**

**Next Review:** September 2026

### **1. Introduction**

Dedham Therapy Farm CIC is committed to protecting personal data and being transparent about how we collect, use and store information. This Privacy Notice explains how we handle personal data in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This notice applies to:

- Farm Assistants (children and young people)
- Parents and carers
- Staff and volunteers
- Referrers and professionals
- Website and service users

### **2. Who We Are**

Dedham Therapy Farm CIC is the data controller for the personal data we process.

**Contact:** [hello@dedhamtherapyfarm.org.uk](mailto:hello@dedhamtherapyfarm.org.uk)

### **3. The Personal Data We Collect**

We may collect and process the following types of personal data:

- Names, addresses, email addresses and phone numbers
- Dates of birth and emergency contact details
- Education, attendance and referral information
- Health, wellbeing and safeguarding information
- Communication records

Some of this information is classed as special category data.

### **4. How and Why We Use Personal Data**

We process personal data to:

- Provide therapeutic and educational services
- Safeguard children and young people
- Communicate with parents, carers and professionals
- Meet legal and contractual obligations

- Manage attendance and service delivery

## 5. Lawful Bases for Processing

We process personal data under the following lawful bases:

- **Consent** – where required and freely given
- **Legal obligation** – including safeguarding and education duties
- **Vital interests** – to protect someone’s life
- **Public task** – where we act in the public interest
- **Legitimate interests** – where appropriate and balanced

Safeguarding data may be processed without consent where required by law.

## 6. Consent

Where consent is used:

- It will be clear and recorded
- Consent normally lasts for the duration of involvement unless withdrawn earlier
- Consent can be withdrawn at any time by contacting us

Withdrawal of consent will not affect processing already carried out lawfully.

## 7. Data Accuracy

We take reasonable steps to ensure personal data is accurate and up to date. Individuals are encouraged to notify us of any changes or inaccuracies.

## 8. Data Sharing

We may share personal data with:

- Schools and local authorities
- Health and safeguarding professionals
- Regulatory or statutory bodies

Data is shared only where lawful, necessary and proportionate.

## 9. How Long We Keep Data

Personal data is kept only as long as necessary. Retention periods are based on legal, safeguarding and operational requirements. Data is securely destroyed when no longer needed.

## **10. Your Rights**

You have the right to:

- Access your personal data
- Request correction or erasure
- Restrict or object to processing
- Withdraw consent
- Make a complaint to the ICO

## **11. Subject Access Requests (SARs)**

Requests to access personal data should be made in writing. We will respond within one month.

## **12. Data Security**

We use appropriate technical and organisational measures to protect personal data.

## **13. Complaints**

If you have concerns about how your data is used, please contact us. You also have the right to complain to the Information Commissioner's Office.

## **14. Review**

This Privacy Notice is reviewed annually to ensure ongoing compliance.