



St MARK'S SOCIAL EDUCATION DAY SERVICE

For people with Autism & Learning Disabilities



PRIVACY POLICY

Date Reviewed	Reviewed by	Next review date
07.06.2018	Martha	June 2019

Who we are

Karteros Ltd. (T/A St Mark's Social Education Day Service Ltd)
Millais Road
Bush Hill Park
EN1 1EF

St Mark's Social Education Day Service provides social education and day care to Autistic people with Learning Disabilities who are experiencing emotional and behavioural difficulties.

St Mark's Social Education Day Service takes the privacy of your information and how it is used very seriously, and we will only use your personal information in accordance with the current data protection law in the UK and this Privacy Policy. This notice describes the St Mark's Day Service Privacy Policy and how we aim to repay the trust you have shown by sharing your personal data with us.

This Privacy Policy only applies to personal information we hold about individuals. It does not apply to information we hold about companies and other organisations.

Personal Data

Under the EU's General Data Protection Regulation (GDPR): Personal Data is defined as 'any information relating to an identified or identifiable natural person (data subject); by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person'.

What is a Data Controller?

A Data Controller is the individual or legal person who controls and is responsible to keep and use personal data in paper or electronic files. We are the data controller as defined by relevant data protection laws and regulation.

Lawful Processing

The lawful bases for processing are set out in Article 6 of the GDPR. At least one of these must apply whenever personal data is to be processed:

a. Consent

you have given St Mark's Social Education Day Service Ltd clear consent for your personal data to be processed for a specific purpose

b. Contract

the processing is necessary for a contract you have with St Mark's Social Education Day Service Ltd, or St Mark's Social Education Day Service Ltd has asked you to take specific steps before entering into a contract

c. Legal obligation

the processing is necessary for St Mark's Social Education Day Service Ltd to comply with the law (not including contractual obligations)

d. Vital interests

the processing is necessary to protect someone's life

e. Public task

the processing is necessary for St Mark's Social Education Day Service Ltd to perform a task that is in the public interest or for its official functions, and the task or function has a clear basis in law

f. Legitimate interests

the processing is necessary for St Mark's Social Education Day Service Ltd's legitimate interests, or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data that overrides those legitimate interests

What Personal Data can be collected

We may collect and process various types of personal data about you including but not limited to:

full name, address, telephone number, email, gender, address, Internet Protocol address, National Insurance Number, employment records, bank details, DBS criminal record check, health care records.

St Mark's Social Education Day Service Ltd also collect and process various types of Special Category Data about our service users, their families and others relevant to the individual, including but not limited to:

Health information and medical history, behaviour history and guidelines, educational history, family history and circumstances, correspondence with other professionals.

What are your rights in respect of your personal data?

1. The right of access
2. The right to rectification
3. The right to erasure or right to be forgotten
4. The right to restriction of processing
5. The right to be informed
6. The right to data portability
7. The right to object
8. The right not to be subject to a decision based solely on automated processing

Who will have access to your personal data?

Information is stored by St Mark's Social Education Day Service Ltd on computers located in the UK. St Mark's Social Education Day Service Ltd has security protocols and policies in place to manage and record your data privacy and preferences correctly, and to ensure that your data is stored securely to protect against its loss, misuse and alteration.

St Mark's Social Education Day Service Ltd takes steps to ensure that any businesses with which we share your data will have security protocols and policies in place to manage and record your data privacy and preferences correctly and that your data will be stored correctly, in accordance with GDPR.

Disclosure of your personal information

We may exchange your personal information, or information relating to our service users and their families, with certain third parties to assist in managing, administering and executing services including but not limited to:

1. Organisations undertaking reviews of the accuracy and completeness of our information;
2. Local Authorities and other service providers
3. Our solicitors
4. Our accountants
5. Organisations maintaining our information technology system and providing information technology services
6. Organisation undertaking verification services
7. Authorised financial institutions, such as banks, credit unions and building societies, providing account details as a mechanism for providing payments or receipt of payments.

Where will my personal data be processed?

As a data controller, St Mark's Social Education Day Service Ltd will retain all your information inside the European Economic Area (EEA). Where St Mark's Social Education Day Service Ltd may transfer your data to a third party, we will ensure that the third party processes your data inside the European Economic Area (EEA), or has been allocated an 'adequacy' rating by the European Commission.

How long do we keep your personal data?

We will not retain your personal data for longer than necessary and we will hold it only for the purposes for which it was obtained. The length of time we retain your personal data depends on the purposes for which we use it and/or for as long as is necessary to comply with applicable laws and to establish, exercise or defend our legal rights.

How can you object to the processing of your personal data?

Where permitted by applicable law or regulation, you have the right to object to us processing your personal data or to tell us to stop processing it (including for purposes of direct marketing). Once you have informed us of this request, we shall no longer process your personal data unless permitted by applicable laws and regulations.

Email: gdpr.stmarks@gmail.com

How often do we update this privacy notice?

We may update this privacy policy from time to time by publishing the amended version on our website. Unless we have legal grounds to do otherwise, we will provide you with at least 30 days' notice of the effective date of the revised privacy policy. We will ensure the most recent version is available on our website www.stmarksdayservice.co.uk and we will tell you directly when there's an important change that may impact you. This privacy notice was last updated on 07.06.2018.

How can you contact us?

If you have any queries about how we use your personal data, you can write to us at the following address, or contact us by email or telephone as follows:

St Mark's Social Education Day Service Ltd, Millais Road, Bush Hill Park EN1 1EF

Email: gdpr.stmarks@gmail.com

Telephone: 020 8245 9743

If you are not satisfied with our response to any complaint, or if you believe our processing of your information does not comply with data protection law, you can make a complaint to the Information Commissioner's Office (ICO) at the following address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Telephone: 0303 123 1113

Website: www.ico.org.uk