



Essere Therapies

Mobile:0743491959

esseretherapies@gmail.com

Privacy Notice

Hello and welcome...

At Essere Therapies we take the security of your information very seriously and want you to feel confident that we will treat it with respect, therefore in line with General Data Protection Regulation (GDPR) legislation we have put together this privacy notice for you.

We will only ask you what we need to know to give you the best service we can. The information you share will help us understand you, ensuring that we are able to provide a holistic approach.

Essere therapies is registered under the Data Protection Act 1998 as a Data Controller under number A8237780

What information do we collect from you?

- Personal information (such as name, DOB, address, contact number)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Attendance information (such as your availability, sessions attended, number of absences and absence reasons)
- Assessment information (presenting difficulties, family history)
- Medical information (including the name of your GP/Health visitor/School nurse/other professionals working with yourself/family)
- Special Educational Needs and Disability
- Brief notes following the sessions
- Information about any risks to safety (suicide risk assessment will be completed with yourself)

Periodically we send out emails regarding our workshops and services that we are offering that we feel may be of interest to you. When you enquire about our workshops, training events we will ask for your ask for relevant personal details so we can contact you and also keep you updated about forthcoming events that may be of interest to you. This data will be stored securely as long as you agree to be kept informed by Essere therapies.



Essere Therapies

Mobile:0743491959

esseretherapies@gmail.com

Website – We use Google Analytics to collect anonymous data relating to user behaviour and ‘web traffic’ statistics. The collection and use of this data by Google Inc. is subject to their own Privacy Policies.

When Essere therapies uses external websites like Facebook or Instagram, your data may be treated differently because these websites have their own privacy policies

Why do we collect and use this information?

We use the data:

- to support you/your child
- to monitor and report the progress
- to provide appropriate care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard you/your child
- to help raise awareness of the services we provide via social media, website

The lawful basis on which we use this information

On the 25th May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be:

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:

(c) Processing is necessary for compliance with a legal obligation to which the controller is subject;

Article 9



Essere Therapies

Mobile:0743491959

esseretherapies@gmail.com

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:
 - (j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

The Education Act 1996 - Section 537A – states that we provide individual pupil information as the relevant body such as the Department for Education.

Children's Act 1989 – Section 83 – places a duty on the Secretary of State or others to conduct research.

Collecting your information

The majority of the data you provided to us is 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. This will be discussed with you during the initial assessment and also throughout our time together.

How do we keep your information safe?

All information you provide to us is stored as securely as possible. All paper forms and correspondence are kept in locked filing cabinets on our premises. All electronic



Essere Therapies

Mobile:0743491959

esseretherapies@gmail.com

records are stored on our own on-site computer server, all access to which requires password-protected authentication.

Unfortunately, the transmission of information via the internet is never completely secure. Although we will do our best to protect your information using industry-standard protocols and encryption, we cannot guarantee the security of your data transmitted to us via email, including forms completed on our website which are transmitted by email; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

Your identifiable personal information is kept separately from any session notes and other descriptive material.

How long do we keep hold of your information?

We hold your data for seven years after the client last visited the service and after that time they are destroyed. We'll usually keep a record of children's records for 25 years, but if you've been in care we will keep this record for 75 years.

Who we might share your information with

If we share your information with anyone outside our organisation we will let you know and ask you to sign a consent form for sharing information.

We do not share information about anyone without consent unless the law and our policies allow us to do so. Some of the services we work alongside are:

- Schools, nurseries
- our local authority
- NHS/school nurse/GP



Essere Therapies

Mobile:0743491959

esseretherapies@gmail.com

Youth support services

Pupils aged 13+

Once young people reach the age of 13, we may pass information to providers of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can request that **only** their child's name, address and date of birth be passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

Pupils aged 16+

We will also share certain information about pupils aged 16+ with providers of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit our local authority website.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>



Essere Therapies

Mobile:0743491959

esseretherapies@gmail.com

Requesting access to your personal data

Don't forget you can request your information from us at any time, to make a request for your personal information contact Helen Lewin or Catherine Croll on the details below. This will be provided free of charge.

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:

Helen Lewin or Catherine Croll @ esseretherapies@gmail.com

Changes to the Privacy notice

If we make any changes to the privacy notice we will inform you via the website.