

PRIVACY NOTICE FOR THE THERAPY FRAME LTD

For Associates

Address – Hope Street Centre, 10 Hope Street, Sandbach, Cheshire, CW11 1BA

Telephone– 07422 513 780

The Therapy Frame provides a clinical psychology service to children, young people, adults and families who experience emotional, developmental, learning and mental health difficulties.

In order to properly fulfil our contractual obligation to you it is necessary for us to process your personal data. We have a legitimate reason for doing so as the terms of the contract between the parties cannot be fulfilled without processing your personal data.

This privacy statement covers:

- How we collect information.
- What personal information we process
- What we do with the information we have collected
- The legal basis for processing
- Whom we share the information with
- Rights under the data protection legislation
- How long the information is kept
- Changes to our privacy statement
- Reporting a breach of the General Data Protection Regulations

How we collect information:

The Information collected is provided to us by you at the point of contact in order to collect information so that the contract between us can be agreed.

What information we process.

Data Category (what)	Description
Name	This is the first and surname of the associate and the Company name if relevant.
Contact address	This is your contact address, telephone number and email address within the Local authority.
Bank Details	This is your bank or building society details in order that we can process payment to you.
Qualifications	This is evidence of the relevant qualifications you have to carry out the contract.
DBS	This is your Current DBS check and status.

Professional Number	This is your professional registration number
Curriculum Vitae	This is your resume to demonstrate your ability to work for us.
Associate Contract	The agreement between us.
Insurance details	Your indemnity insurance and other relevant insurance that you must hold

We only process information in the UK

What we do with the Information we have collected:

We only keep information necessary to fulfil the contract between us. Some information is stored electronically, and a secure paper copy is kept. We use the information on a legitimate basis, to:

- Provide relevant information requested to organisations such as the Inland Revenue who have a legitimate purpose for needing the information.
- To process your payments.
- To take advice on any disputes that may arise.
- To ensure that safe working practices are in place and to provide information to relevant parties should there be an accident or risk assessments that need conducting in order for you to carry out the contract.
- Provide relevant professional bodies with details of the services that you are providing.
- To provide relevant professional bodies with details of the clients you are providing a service to.
- To provide reference information on your behalf for any new Organisations you wish to work for.
- To comply with a legal or regulatory obligation or otherwise to protect our rights or the right of any third party.

The legal basis for processing

Under the General Data Protection Regulations there are various grounds which are considered a 'legal basis for processing'.

The Therapy Frame Limited is the Data Controller and the Director of the Company is the Data Processor.

The Therapy Frame Limited cannot fulfil the terms of the contract without processing personal data. We therefore have a legitimate interest to process this data.

It should be noted that in some circumstances our legal basis for processing data may vary, however, we always operate in full compliance with the General Data Protection Regulations and will only process data with a fair and reasonable legal basis for doing so.

Whom we Share the information with:

We may share your personal information with the following people for legitimate purposes to fulfil the terms of the contract between us. Only relevant information is shared, and we take great care to ensure that only information that is necessary is disclosed ensuring where necessary, secure communication systems are used. We may share information with:

- Inland revenue and any other party that have a legal requirement for the information around your personal data.
- The Local Authority.
- Social Workers.
- Teachers.
- Educational Psychologists.
- Special needs Co-ordinator (SENCO).
- Education and Health Care Plan (EHCP) Assessment Co-ordinator.
- Occupational Therapy Service.
- Social Care.
- Experienced qualified professionals.
- Clinical Supervisors.
- Our Accountant.
- Our Client.
- GPs.
- Our Clients named family members.

Rights under General Data Protection Regulations

You have the following rights und the General Data Protection Law:

Right to Access

You have the right of access to your personal information that we process and details about that processing.

You can access that information by contacting the Data Processor directly or you can raise a Data Subject Access request (DSAR) to receive this information in another format. There will be no charge for this unless the information requested is extremely time consuming when a appropriate charge will be levied.

Right to rectification

You have the right to request that information is corrected if its inaccurate. You can contact us to make the changes on your behalf. It is important that you keep us up to date with regards to any changes to your personal data.

Right to Erasure (right to be forgotten)

You have the right to request that your information is removed: depending on the circumstances, we may or may not be obliged to action this request.

Right to Object

You have the right to object to the processing of your information: depending on the circumstances, we may or may not be obliged to action this request.

Right to Restriction of Processing.

You have the right to request that we restrict the extent of our processing activities: depending on the circumstances, we may or may not be obliged to action this request.

How long the information is kept:

We keep your personal information for a period of six years for legitimate reasons. Should you have been injured during the execution of the contract, whilst delivering a service, the information will be kept for a period of 12 years.

Changes to our Privacy Notice.

This Privacy Notice will be reviewed regularly, and updated versions sent out accordingly.

Data Breaches:

The Therapy Frame Ltd require any data breach to be reported immediately to the Director, Maria Silvina Gioseffi telephone number 07422 513 780. The Data Breach will be assessed, and appropriate action will be taken.