

Friends of Frampton Farm GDPR & Privacy Policy



General Data Protection Policy

Friends of Frampton Farm is committed to protecting everyone's personal information. This policy related to how we use the personal information we collect from you, how we collect it, how it is stored, distributed and destroyed.

Information we collect

We only collect personal data that we need to know such as:

- Names, dates of birth, home and work addresses, home and mobile telephone number, email address, emergency contacts name, address, email, telephone numbers, DBS information.
- Medical history, allergies, doctors' details, next of kin, previous employment details, qualifications, training, references, parent, carer and school details. In some cases, we may receive information from professionals involved in a student's care.

How we use this information and where we may share it,

We may as requested share your information with the following organisations:

- Inland Revenue for PAYROLL and VAT purposes.
- Local authorities and other professionals involved in a student's care.
- Reference requests.
- Kent safeguarding team.
- Friends of Frampton Farm staff.
- Media requests only when authorisation forms have been completed.
- We WILL NOT share your information to any other third parties without your consent.

Security

Keeping your information safe is important to us and we have measures in place to protect unauthorised access or disclosure of your information.

- Documents are stored on the Farms laptop which is password protected and stored in a locked cabinet when not in use.
- Any documents that are sent via email will be password protected.
- Paper documents are stored in folders in a locked cabinet.
- Paper documents which contain personal information will be shredded and then burnt when no longer needed.

Your rights

- Please contact us if your or your child / young persons details change, it is important that we have up to date records.
- You can request to have your data removed from our files at any time we no longer need access to them. Please contact Karen Friend.
- You have a right to request a copy of all the personal information we have for you on file. Please contact Karen Friend to request a copy.

How to contact us

If you should have any questions relating to this GDPR and Privacy Policy, on how and where we use your data, to request a copy of your data or to ask to have your data removed please contact:

Karen Friend

info@framptonfarm.co.uk

01304 279104

Friends of Frampton Farm CIC

Frampton Farm

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Church Hougham

Kent

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Review date 18.09.23 or sooner if legislation changes.