****

**Breathing Space Therapeutic Services**

**GDPR Privacy Policy**

This privacy policy will explain how our organisation uses the personal data we collect from you when you access our service

Topics:

* What data do we collect?
* How do we collect your data?
* How will we use your data?
* How do we store your data?
* Marketing
* What are your data protection rights?
* Changes to our privacy policy
* How to contact us

**What data do we collect?**

Breathing Space Therapeutic Services CIC collects the following data:

* Personal identification information (Name, email address, phone number, etc.)
* Referrer identification information
* Reasons for referral into the service
* Client records:
  + Client name
  + Start date
  + End date
  + Length of engagement/Number of sessions
  + Main presenting issue
  + Any specific interventions, etc

**How do we collect your data?**

You directly provide Breathing Space Therapeutic Services CIC with most of the data we collect. We collect data and process data when you:

* Register an expression of interest via our website.
* Complete a referral form for the BSTS provision.
* Offer amended information regarding the young person who has been referred into the service

Breathing Space Therapeutic Services CIC may also receive your data directly from the following sources:

* Referral agencies:
  + Education
  + Local Authority
  + Health Service
  + Children’s Services

**How will we use your data?**

Breathing Space Therapeutic Services CIC collects your data so that we can:

* Provide an individual support package to the young person/people referred into our service
* Keep client notes and records up to date
* Have relevant information to hand, should it be needed by Safeguarding authorities

If you agree, Breathing Space Therapeutic Services CIC will share your data with our partner companies so that they may offer you their products and services.

* Challenge Academy CIC

**How do we store your data?**

Breathing Space Therapeutic Services CIC securely stores your data at Breathing Space Therapeutic Services CIC’s main address. We keep all client information in a locked, robust cabinet housed in a secure room. We also keep client information separate from the session notes and information.

Under common law, Breathing Space Therapeutic Services CIC will keep client information and notes for six years and three years after someone turns 18. Once this time period has expired, we will shred/delete all client information.

**Marketing**

Breathing Space Therapeutic Services CIC would like to send you information about products and services of ours that we think you might like, as well as those of our partner companies:

* Challenge Academy CIC

You have the right at any time to stop Breathing Space Therapeutic Services CIC from contacting you for marketing purposes or giving your data to other members of the Breathing Space Therapeutic Services CIC Group.

**What are your data protection rights?**

Breathing Space Therapeutic Services CIC would like to make sure you are fully aware of all of your data protection rights. Every user is entitled to the following:

**The right to access** – You have the right to request Breathing Space Therapeutic Services CIC for copies of your personal data. We may charge you a small fee for this service.

**The right to rectification** – You have the right to request that Breathing Space Therapeutic Services CIC correct any information you believe is inaccurate. You also have the right to request Breathing Space Therapeutic Services CIC to complete the information you believe is incomplete.

**The right to erasure** – You have the right to request that Breathing Space Therapeutic Services CIC erase your personal data, under certain conditions.

**The right to restrict processing** – You have the right to request that Breathing Space Therapeutic Services CIC restrict the processing of your personal data, under certain conditions.

**The right to object to processing** – You have the right to object to Breathing Space Therapeutic Services CIC’s processing of your personal data, under certain conditions.

**The right to data portability** – You have the right to request that Breathing Space Therapeutic Services CIC transfer the data that we have collected to another organization, or directly to you, under certain conditions.

If you make a request, we have one month to respond to you. If you would like to exercise any of these rights, please contact us at our email: [breathingspace@challengeacademy.co.uk](mailto:breathingspace@challengeacademy.co.uk)

**Privacy policies of other websites**

The Breathing Space Therapeutic Services CIC website contains links to other websites. Our privacy policy applies only to our website, so if you click on a link to another website, you should read their privacy policy.

**Changes to our privacy policy**

Breathing Space Therapeutic Services CIC keeps its privacy policy under regular review and places any updates on this web page. This privacy policy was last updated in June 2020.

**How to contact us**

If you have any questions about Breathing Space Therapeutic Services CIC’s privacy policy, the data we hold on you, or you would like to exercise one of your data protection rights, please do not hesitate to contact us.

Email us at: [breathingspace@challengeacademy.co.uk](mailto:breathingspace@challengeacademy.co.uk)