



## Privacy Notice

This privacy notice relates to the personal data processed by Lindley Educational Trust in relation to provision of services and information about services to clients and beneficiaries.

### **Who is the Data Controller?**

The Data Controller is Lindley Educational Trust Ltd.

### **What does the Trust do?**

The Trust provides a range of personal development and outdoor experiences. As part of this work, we provide residential facilities, appropriately experienced staff and equipment. To ensure provision of appropriate facilities, staff and equipment we must process the personal data of our clients and beneficiaries.

### **How do we process data?**

The Trust processes constituents' data under the lawful basis of performance of a contract, compliance with relevant legislation and protecting the vital interests of our clients and beneficiaries. In instances where this lawful basis is not sufficient and explicit consent is required, a member of the Trust's staff will contact the client or beneficiary to establish consent.

In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of an individual's privacy.

### **Will we share your data to anyone else?**

We may pass your personal data on to a third-party in the course of providing services for our clients and beneficiaries, such as residential site providers, government agencies, public bodies, health trusts, regulators, and so on. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only for the basis upon which they were originally intended. When they no longer need your data to fulfil this service, they will dispose of the details in line with our procedures.

We will not use your personal data in a way that goes beyond your reasonable expectations in contacting us.

### **For how long will you keep my personal data?**

We will hold your data to enable us to provide agreed services and to ensure you are aware of any developments in the Trust's work that you may wish to benefit from. We will dispose of your data on



request and in any event will only hold any individual beneficiary data for up to 30 days after service provision unless legal action or legislative compliance requires otherwise.

### **What rights do I have to my personal data?**

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

1. Right of access – you have the right to request a copy of the information that we hold about you.
2. Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
3. Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
4. Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
5. Right of portability – you have the right to have the data we hold about you transferred to another organisation.
6. Right to object – you have the right to object to certain types of processing, such as direct marketing.
7. Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
8. Right to judicial review: if refuse your request under rights of access, we will provide you with a reason why. You have the right to complain.

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