



General Data Protection Regulation (GDPR) Privacy Notice

Community Enrichment and Work Experience placements

Who are we?

This is the privacy notice of Scotts Project Trust (Scotts).

Our registered office is at Delarue Hall, Delarue Close, Shipbourne Road, Tonbridge, Kent, TN11 9NN.

Scotts is registered with the Care Quality Commission (CQC) to provide Residential Care without nursing at St Peter's Row and Personal Care services to adults living in their own home.

Scotts provides three services to Adults with Learning Disabilities- (1) Residential Care, at St Peter's Row. (2) A Supporting Independence Service (SIS) for people living at the Oaks and Willows (3) A Day Opportunities Service, at the Development Centre.

The Trustee responsible for overseeing Data Protection is Sue Bourne.

The personal information we collect and use

We collect some personal information on the Community Enrichment and Work Experience placement students, who visit our Development Centre. We rely on Consent as the lawful basis on which we collect and use the following personal information:

- Contact details
- A photo
- Known allergies and GP contact details

The information is contained in files (manual and electronic) which are subject to strict security and authorised access policies.

Personal information that becomes inactive, is also kept securely for as long as it is needed, before being safely disposed of.

How we collect information

Personal Information is collected directly from the School, prior to the start of the placement.



All personal information obtained, will always be handled in accordance with our data protection and confidentiality policies.

Our databases are periodically reviewed to ensure they meet required privacy standards and comply with our general data protection security and protection policies.

How we use your personal information

All personal information obtained is only used for identification purposes and for use in the event of an emergency. It will not be disclosed or shared for any other purpose.

How long your personal data will be kept

Scotts will hold the personal information of students for one year.

Rights

Under GDPR individuals have a number of rights which can be accessed free of charge. These rights allow individuals to:

- Know what we are doing with personal information and why we are doing it
- Ask to see what personal information we hold about them
- Ask us to correct any mistakes in the information we hold
- Make a complaint to the Information Commissioners Office

Depending on our reason for using the personal information, individuals may also be entitled to :

- Ask us to delete information that we hold
- Object to how we are using the information
- Stop us using information in certain ways

We will always seek to comply with requests, however we may be required to hold or use personal information to comply with the law.

For further information about your rights, see guidance from the UK Information Commissioners Office (ICO) on Individual rights under General Data Protection Regulation.

If you would like to exercise a right, please contact the Manager.

How we keep personal information safe

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to personal information to those who have a genuine need to know



it. Those processing information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach where we are legally required to do so.

Who to Contact

Please contact the Manager or markallen@scottsprojecttrust.org.uk to exercise any of your rights, or if you have a complaint about why information has been collected, how it has been used or how long we have kept it for.

The General Data Protection Regulation also gives you the right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113