



The Parker Group Privacy Notice (General)

This privacy notice tells you what to expect us to do with your personal information.

- Contact details;
- What information we collect, use, and why;
- Lawful bases and data protection rights;
- Where we get personal information from;
- How long we keep information;
- Who we share information with;
- How to complain.

Contact details

Address:

Suite 12, County Business Park, Darlington Road, Northallerton, North Yorkshire, DL6 2NQ

Telephone:

07841562382

Email:

natalieamber.raw@parkersc.net
natalieamber.raw@parkertc.co.uk
natalieamber.raw@parkerequine.co.uk

What information we collect, use, and why:

We collect or use the following information **to comply with legal requirements:**

- Identification documents
- Health and safety information
- Criminal offence data (including Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks)
- Safeguarding information
- Any other personal information required to comply with legal obligations

We also collect or use the following special category information **to comply with legal requirements**. This information is subject to additional protection due to its sensitive nature:

- Health information



Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in **The UK GDPR**.

You can find out more about lawful bases from the Information Commissioners Office (ICO).

Information Commissioners Office

Website: ico.org.uk

Tel: 0303 123 1113

All services which form the Parker Group are registered with the ICO; certificates can be provided upon request:

- Parker SC
- Parker TC
- Parker Equine

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply from the **ICO**.

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. Read more about the right of access.
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. Read more about the right to rectification.
- **Your right to erasure** - You have the right to ask us to delete your personal information. Read more about the right to erasure.
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. Read more about the right to restriction of processing.
- **Your right to object to processing** - You have the right to object to the processing of your personal data. Read more about the right to object to processing.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. Read more about the right to data portability.
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. Read more about the right to withdraw consent.



If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information **to comply with legal requirements** are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract - we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legal obligation - we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.
- Legitimate interests – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
 - The Parker Group offers services to care and support children who are in care and are Looked After. We are required to keep a range of documentation to ensure safe practice with our children and among our workforce. A range of details are required about the children we care for to ensure that care we provide is relevant to them as an individual. We are required to obtain and store personal data of our workforce to ensure that we oblige to a range of legislation and regulatory requirements.

For more information on our use of legitimate interests as a lawful basis, you can contact us using the contact details set out above.

- **Recognised legitimate interests:** our pre-approved purpose for collecting or using personal information to comply with legal requirements:
- **Protection:** We need to protect the physical, mental or emotional well-being of people who need extra support, or to protect them from harm or neglect (the ‘safeguarding condition’).
- **Public task:** we have to collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organisation such as ours. All of



your data protection rights may apply, except the right to erasure and the right to portability.

Where we get personal information from

- Directly from you;
- Regulatory authorities (e.g. HMRC);
- Parents or carers;
- Local authorities or local councils;
- Social services;
- Health care providers;
- Previous employers;

How long we keep information

- Our retention schedule for children living in Parker SC's residential children's home is that records must be maintained until the child's 75th birthday, or for 15 years from the date of the child's death.
- Our retentions schedule for children accessing services via Parker Equine, our retention schedule is 6 years.
- Our retention schedule for members of our work force is for the duration of their employment with us and 6 years thereafter once employment has ceased.

Who we share information with

- Parents and carers (**children only**)
- Local authorities
- Social services
- Health care providers
- Organisations we need to share information with for safeguarding reasons
- Emergency services
- Legal bodies or authorities
- Relevant regulatory authorities
- External auditors or inspectors
- Organisations we're legally obliged to share personal information with
- Previous employers (**employees only**)
- Suppliers and service providers
- Professional consultants



How to complain

If you have any concerns about our use of your personal information, you can make a data protection complaint to us:

Email: natalieamber.raw@parkersc.net

Telephone: 07841562382

Post: Suite 12 Evolution Business Centre County Business Park Northallerton DL6 1HT

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

Telephone: 0303 123 1113

Post: ICO Head Office, 4th Floor, No.3 Circle Square, 5 Hawkshaw Street, Manchester, M1 7BL

Website: <https://www.ico.org.uk/make-a-complaint>

The following policies are in place across our services and can be requested directly from the data controller:

- **Data Protection Policy**
- **Subject Access Request Policy**
- **Your rights in relation to your data Policy**
- **Privacy notice (Children)**
- **Workforce privacy notice**

The Parker Group Data Controller:

Natalie Amber Raw

Natalieamber.raw@parkersc.net

Natalieamber.raw@parkertc.co.uk

Natalieamber.raw@parkerequine.co.uk

07841562382