

Privacy Notice for TriSpace – Parent / Carer Groups (short version)

Who we are - The Anna Freud Centre, also known as the Anna Freud National Centre for Children and Families, is a registered mental health charity and has established TriSpace in response to the Corona-19 pandemic, to provide support to pupils, parents and teachers. The Anna Freud Centre is the data Controller for data processed in the delivery of this service. You can contact us at:

- trispac@annafreud.org , Anna Freud National Centre for Children and Families, Kantor Centre of Excellence, 4-8 Rodney Street, London, N1 9JH, telephone 020 7794 2313

Our Data Protection Officer is Susan Henry DPO@annafreud.org 020 7794 2313

Purpose of the processing and the lawful basis for the processing - We are collecting your personal data to enable us to provide Parent/Carer Group support via TriSpace. Our lawful bases for processing your data are: Art 6 1 (f) Legitimate interests: this means we have considered our need to process your data alongside your rights and freedoms and have taken steps to ensure we uphold your rights by using the minimum information necessary for our purposes and ensuring it is held only as long as we need it. Where we collect Special Category, including ethnicity, health and sexuality data for Equality and Diversity monitoring purposes, we rely upon Article 9(2)g and the relevant condition in the DPA is Schedule 1 Part 2 (8). We are collecting the data for equality of opportunity or treatment purposes, namely to gauge who we are reaching and to monitor whether any group is disadvantaged or discriminated against in access to our services.

How we get information - We use information collected directly from you when you access TriSpace.

Who we share your data with - The data we process is not shared with other organisations in an identifiable format, though we do share aggregate data and statistics with our funders, but individuals are never identified. Generally, we will ask your permission before we share your data, but in some circumstances, we may be legally obliged to share information, for example under a court order. Where we do share, we satisfy ourselves that we have a lawful basis on which to share the information and document our decision making. Any safeguarding concerns are shared with the school and are managed by the school.

How long we retain your data – We hold your data for a period of 2 years in an identifiable format and then we anonymise the records so no individuals are identifiable.

Your data rights - Under data protection law, you have rights we want to make you aware of. The rights available to you depend on our reason for processing your information and you can check the [Information Commissioners website](#) for more detail or contact the DPO.

- The right to be informed, about our processing, which this notice does
- The right of access to your data
- The right to correct errors in your data
- The right to request erasure of your data.
- The right to request restriction of our processing
- The right to object to our processing
- The right to data portability

You are not required to pay any charge for exercising your rights. Please contact us at DPO@annafreud.org if you wish to make a request with regard to any of your rights.

Making a complaint - If you feel we may not be handling your data appropriately or if you have any queries or concerns about this you can contact us, dpo@annafreud.org You can also, at any time, make a complaint about our processing of your data to the Information Commissioner, <https://ico.org.uk/global/contact-us>

See our full Privacy Notice here: https://www.annafreud.org/media/13072/privacy-notice-trispac_february-2021.pdf