

Privacy Notice: SSAP Network

This privacy notice explains how the Anna Freud National Centre for Children and Families (AFNCCF, 'we', 'our', 'us') collects, uses and shares personal data of people who apply to attend training and conferences organised or provided or the AFNCCF ('you', 'your'). Your personal data will be processed as set out in this notice.

The SSAP Network aims to connect SSAP practitioners with each other for connection and support, with the option of local refresher trainings, co-working, referral pathways and supervision groups

If you have any questions about this notice, or the use of your personal data you can contact our Training team (training@annafreud.org) or the Data Protection Officer (DPO@annafreud.org).

AFNCCF is a Data Controller in terms of Article 4 of the UK General Data Protection Regulation (EU) 2016/679. We collect and process information about your application and or enquiries (your personal data) in electronic form, during the application process.

The personal data we process

You have consented to join the SSAP network and to us sharing your personal data with the local network. We will collect your name, your email address, and your locality in order to connect you with other people.

How we use your personal data and the lawful bases

Our lawful bases for processing this data are specified in the UK General Data Protection Regulation: we rely upon Article 6 (1)(a), we are conducting the task based on your consent. You can withdraw this consent at any time and you be removed from our SSAP mailing list however, if you have already been linked with a local network your contact details and locality will have already been shared with the network.

We collect and use your data in the ways set out below.

Mailing List and Network				
What information will we collect about you?	How will we collect information about you?	Why are we processing information about you?	How long will we keep this information for?	What is our lawful basis for processing information about you?

Name, email address, locality	Submitted online via Microsoft consent form	In order to sign you up to the network and send you ad hoc information via our mailing list.	Until you withdraw your consent or unsubscribe	Consent
Organisation	What information about you will we share?	How will we collect information about you?	Why are we sharing this information about you?	What is our lawful basis for processing this information about you?
Moosend	Email address	Provided on the consent form	To sign you up to our SSAP mailing list	Contract
Other SSAP network members	Name, email address, locality	Provided on the consent form	To engage you with other members of the local SSAP network	Consent

Sharing your personal data with others

You have consented to join the network and have your personal data shared with others in your local network. This includes your name, email address and your locality.

Third party organisations

Newsletter sign up is managed via **Moosend**.

International transfers

Our IT Support company may provide support from outside the European Economic Area, which may result in personal data being accessed from outside the EEA. We have a contract in place to ensure this is legally compliant and secure.

How long your personal data is kept

Newsletter recipient:

Your personal data will be kept on file until you withdraw consent to be contacted with our newsletter. Should you withdraw consent to be contacted you will no longer receive the newsletter however, your details will be retained in line with our [training privacy policy](#).

Network Member:

Your personal data will be kept on file until you withdraw consent to be contacted. Should you withdraw consent to be a member of the network we will no longer share your details with the local network. If your details have already been shared with the local network we ask you to make contact with the network directly and ask that all contact cease.

Your rights and further information

You have rights with regard to your personal data which vary according to the lawful basis for use:

1. The right to be informed, this privacy notice tells you how we will use your data.
2. The right of access – you can ask us for a copy of the data we hold on you, this is called a subject access request and you can send such requests to DPO@annafreud.org or call 020 7794 2313.
3. The right to rectification – you can ask us to correct inaccuracies in your data.
4. The right to erasure – in certain circumstances you can ask us to delete your data.
5. The right to restrict processing – in certain circumstances you can ask us to stop processing your data.
6. The right to data portability – you can ask for an easily transferable copy of your data.
7. The right to object – you can object to our processing of your data, particularly where we rely upon your consent to do so.
8. Rights in relation to automated decision making and profiling – we don't use these processes in recruitment.

You can read more about data rights on the Information Commissioner's website (<https://ico.org.uk/your-data-matters/>)

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>