



## **Privacy notice: Young people/family members:**

This privacy notice tells you about the information we collect from you when you make an application to Reach4Reality and during our ongoing involvement with you.

In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

**Who are we?:** Reach4Reality is a SCIO, Scottish Charity number: SC 043934

**You can contact us:** [info@reach4reality.org.uk](mailto:info@reach4reality.org.uk)

Any enquiries about our use of your personal data should be addressed to the contact details above.

## **What personal data do we collect?:**

Personal information we collect on **young people** might include:

- Name, date of birth (DOB), address, emergency contact details
- Diagnosis and other medical information, e.g. medication required
- Other family details/background, including next of kin, educational information
- Other care and support needs
- Religious preferences
- Photos

Personal information on **family members** would normally only include:

- Name, address of parents, siblings, other relevant family members/carers
- Contact details of 2 main carers/emergency contacts
- Health information and next of kin, if for example a family member is coming on a family camp
- Photos if taking part in activities

## **Why do we collect this information?**

We collect this information so that we can provide a care service to your son/daughter that is tailored to their individual needs.

The legal basis for our collection and processing of this data is a contract, other than for photos or other imaging which will be on the basis of consent.

## **What do we do with your information?**

Your information is stored in the following ways:

- Paper copies in each young person's individual file in a locked filing cabinet in the Reach4Reality office
- Electronic copies on Reach4Reality desktop computers which are password protected.
- On camp, paper copies of information are held in a locked file box.

At times it is necessary for us to share information with other professionals e.g. Social work or education, but for more information on this please refer to a copy of our Data Protection and Confidentiality Policy, revised May 2018, which can be found on our website or contact the number/email address below for a paper copy.



## How long do we keep your information for?

Personal data held on an individual will be retained for as long as required for the purposes it was obtained for, but in line with statutory requirements:

1. Young persons' individual file: 5 years after the termination of our involvement with the young person, other than
2. Accident Reports: to be retained 25 years after the accident
3. Record of medication: to be retained 25 years after medication given
4. Photos: 5 years after termination of our involvement unless consent has been given for us to retain longer for publicity purposes.

## Your rights over your information:

As someone about whom we hold personal information, you have the following rights:

**Right of access:** By law, you can ask us what information we hold about you;

**Right to rectification:** You can ask us to correct it if it is inaccurate.

**Right to erasure:** For example if we have processed your information unlawfully.

**Data portability:** You can also ask us to give you a copy of the information.

**Right to object and right to restriction:** You can ask us to stop using your information for a period of time if you believe we are not doing so lawfully.

For more information on this please refer to a copy of our Data Protection and Confidentiality Policy, revised May 2018 which can be found on our website or contact the number/email address below for a paper copy.

To submit a request by email, post or telephone, please use the contact information provided below.

It is your responsibility to notify us of any changes in your personal information as soon as is practicable after the change.

## Your right to complain:

If you have a complaint about our use of your information, you can contact the Information Commissioner's Office via their website at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)

Reach4Reality,  
42 Seafield Road  
Inverness  
IV1 1SG

07796905339

[info@reach4reality.org.uk](mailto:info@reach4reality.org.uk)