



Anna Freud

Privacy Notice for Families and Carers Training and Support Programme (FACTS)

This privacy notice explains how Anna Freud ('we', 'our', 'us') collects, uses and shares personal data of people who register an interest in becoming a FACTS Leader.

Your personal data ('you', 'your') will be processed as set out in this notice. If you have any questions about this notice, or the use of your personal data you can contact our Training, Conferences and Events team (training@annafreud.org) or the Data Protection Officer (DPO@annafreud.org).

Anna Freud is a Data Controller in terms of Article 4 of the UK General Data Protection Regulation. 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

We collect information about you using the online application form, including your name, email address, phone number, job title and employer. This detail is set out in the table below.

How we use your personal data and the lawful bases

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

Our lawful bases for processing this data are:

Art 6 1(a) Consent: we process with your clear consent for specific purpose(s).

Art 6 1 (f) Legitimate interests: the processing is necessary for our legitimate interests.

We are collecting your personal data to enable us to process your request to become a FACTS Leader. The information you provide will be used to assess if you meet the criteria to become a FACTS Leader, in order for us to give you access to training materials. We will also gain consent for your details to be published on Anna Freud's website. The data will also be aggregated and used for reporting purposes.

This detail is set out in the table below:

What information will we collect about you?	How will we collect information about you?	Why are we processing	How long will we keep this information for?
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		information about you?	
Name, job title, employer	Submitted via online form	To check your eligibility for being approved as a FACTS Leader as well as for reporting purposes	We will keep this information until you withdraw from being a FACTS Leader. From that point the data will be anonymised and be used for reporting purposes only.
Contact details e.g. phone number and email address	Submitted via online form	In order to respond to your request to become a FACTS Leader.	We will keep this information until you are approved/not approved as a FACTS Leader
Consent to be contacted via email	Submitted via online form	In order to send occasional communication out to learn about your experience of being a FACTS Leader, send you any updates etc	We will keep this information until you withdraw consent from being contacted
Organisation name, location, email address and phone number	Submitted via online form	Once you are an approved FACTS Leader we would like to publish your details on Anna Freud's website so those interested in the training can make contact with you. It will also allow other FACTS Leaders to make contact for networking purposes.	We will keep this information until you withdraw consent

Sharing your personal data with others

In addition to the above table, we collaborate with the FACTS steering group who are volunteers that steer the FACTS project. We may report to them on the following: job title, organisation, location and if criteria of being a FACTS leader has been met.

If you have consented for your information to be published on Anna Freud's public facing website, only the details you consented to share will be published e.g. organisation name, location and contact details.

Data is collected via an online Microsoft form. The data we process is not shared with other organisations.

Generally, we will ask your permission before we share your data, but in some circumstances, we are 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.

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 may only apply in certain circumstances. You can check the [Information Commissioners website](#) for more detail or contact the DPO.

- **Your right to be informed** - this notice informs you what data we collect and how we use it.
- **Your right of access** - You have the right to ask us for a copy of your personal information.
- **Your right to rectification** - You have the right to ask us to correct information which you think is inaccurate or incomplete.
- **Your right to erasure** - This is known as the 'right to be forgotten' and [yhttps://ico.org.uk/your-data-matters/your-right-to-get-your-data-deleted/](https://ico.org.uk/your-data-matters/your-right-to-get-your-data-deleted/)ou have the right to ask us to erase your personal information in certain circumstances, such as where it is no longer required. <https://ico.org.uk/your-data-matters/your-right-to-get-your-data-deleted/>
- **Your right to restriction of processing** - You have the right to ask us to limit the processing of your information in certain circumstances.
- **Your right to object to processing** - You have the right to request we stop processing some or all of your data.
- **Your right to data portability** - This only applies to information you have given us and where we rely upon your consent to process the data.
- **Rights around automated decision making and profiling**

You are not required to pay a charge for exercising your rights. We generally have one month within which to respond to your request.

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>

Obligation to provide data and automated decision making

There is no legal or statutory obligation for you to provide the data, however we only ask for the minimum information we need to provide an appropriate service to you. If we don't have the full detail required we may not be able to do this.

We do not use profiling or automated decision making when processing your data for any purpose.

Notice last updated April 2024