



Anna Freud

Privacy Notice for Mentally Healthy Schools Resource Hub

1. Who we are

Anna Freud ('we', 'our', 'us') is a registered mental health charity. Anna Freud, has two resource libraries on the Mentally Healthy Schools website.

1. The [Mental Health Lead resource Hub](#) was created in partnership with the Department for Education, to provide mental health leads with a dedicated area to access a library of high-quality practical tools and resources.
2. The [Resource hub](#) was created by Anna Freud and is a dedicated area for classroom and wellbeing support.

Anna Freud is the data Controller for the data processing across both resource libraries.

This notice informs you how we may use the personal data we collect about organisations or individuals wishing to submit a resource to either library ('you'). If you have any questions about the content of this notice you can contact us at:

- Emma De' Ath, Emma.De'ath@annafreud.org, Anna Freud, 4-8 Rodney Street, London N1 9JH.
- Mentally Healthy Schools, MHS@annafreud.org
- Contact phone number: 020 7794 2313

Our Data Protection Officer is Rachel Hart, 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 review resource submissions made via the website. For successful submissions, the relevant information you provide will be used to create a webpage on Mentally Healthy Schools to promote the resource you submit. We may then contact you from time to time to discuss the programmes and potential opportunities.

Our lawful bases for processing this data are:

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

2. How we get information

We use information collected directly from you via the submission form.

3. Who we share your data with

The data we process is not shared with other organisations. The only information shared is regarding the Mental Health Lead resource hub, as we share a list of successful submissions with Department for Education.

We do not use third parties to process the data and we do not share it with third parties for other purposes, including direct marketing.

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.

4. How long we retain your data

Your data is held for as long as you continue to be a member of the group (a maximum of 3 years). Once you leave the group, we may continue to use your data as appropriate to share ad-hoc information and relevant opportunities with you, if you provide consent. If you are unsuccessful in your application, or if you withdraw consent at any time, your data will be securely disposed of.

5. 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.

6. 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>