

I CAN Privacy Notice for Enquiry Service

I CAN is committed to protecting the privacy and security of your personal data. The purpose of this privacy notice is to let you know clearly how I CAN collects and uses personal data about you for the purposes of the Enquiry Service (advice line operating over telephone and email).

I CAN is a 'data controller'. This means that we are responsible for deciding how we hold and use personal data about you. We are required under data protection legislation to notify you of the information contained in this privacy notice. In this Privacy Notice, references to "I CAN", "we", "us", "our" and "the organisation" mean the I CAN charity, including our schools. The registered address of I CAN is 2 Angel Gate, Hall Street, London EC1V 2PT. Your main point of contact for data protection queries is the Director of Corporate Services, who can be contacted by emailing Data@ican.org.uk.

It is important that you read and understand this notice so that you are aware of how and why we are using your personal data.

How is your personal data collected and stored?

In connection with your contact with us, we will collect, store, and use personal data about you that you have provided to us directly as part of the Enquiry Service. This may include, for example, your name and contact information, and information about your child (or child/ren you work with) that you provide to us as part of your enquiry. We make every effort to ensure that information we collect and store about children is anonymised.

Your personal data will be stored in our IT systems (including email) but will have access restricted to specific people only.

Why do we collect and use personal data about you?

I CAN has a legitimate interest in processing your personal data as part of the Enquiry Service and for keeping records of the process. We make every effort to keep information anonymised, but some processing of personal data is essential for I CAN to be able to provide advice / information via email following a telephone contact. We will seek your permission before using your personal data to collect feedback about the service.

Who has access to Enquiry Service data?

Your personal data may be shared internally for the purposes of managing the Enquiry Service. This includes speech and language advisors who operate the Enquiry Service, and other staff members (including senior management staff) as necessary who have responsibility for ensuring the quality of the service. The organisation will not share your personal data with third parties. I CAN will not transfer your personal data outside the organisation for any processing.

How does I CAN protect your personal data?

I CAN take the security of your personal data seriously. We have put in place appropriate technical and organisational measures to prevent your personal data from being accidentally lost, destroyed, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, who need to access it in the proper performance of their roles for I CAN. They will only process your personal data on our instructions, and they are subject to a duty of confidentiality. These measures are in accordance with applicable laws and regulations.

How long will I CAN retain your personal data for?

I CAN will keep your personal data for no longer than one year, after which it will be destroyed.

Your rights

We have appointed a data protection officer to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal data, please make contact by emailing Data@ican.org.uk or write to the Director of Corporate Services, 31 Angel Gate, Goswell Road, London EC1V 2PT.

Under certain circumstances, by law you have the right to:

- **Request access** to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- **Request correction** of incomplete or inaccurate personal data we hold about you.
- **Request erasure** of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal data where we are processing it for our legitimate interests (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- **Request the restriction of processing** of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer of your personal data to another party** where processing is carried out by automated means.

To find out more about your rights, to exercise any of your rights, or if you have any questions or concerns about data protection at I CAN, email Data@ican.org.uk or write to the Director of Corporate Services, 31 Angel Gate, Goswell Road, London EC1V 2PT.

If you have any concerns or comments about how we use information, we would like to hear from you. Alternatively, you may contact the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues for guidance and advice, or to lodge a complaint. The ICO may be contacted at:

Online: www.ico.org.uk

Post: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545745 (national rate)