



## Catchpoint Privacy Notice

Catchpoint Consultancy Community Interest Company is an Ofsted registered Adoption Support Agency. We take privacy seriously and will only use personal information to provide the services we are contracted for.

Our dedicated Data Protection Officer is **Deema Reid**.

As part of our regular operations we receive, store and may share personal data. The primary way we receive this information is through a referral form completed by a Local Authority. This data is essential for us to be able to provide the best care we can.

The types of personal data we process are:

- Child / Young person's Name
- Child / Young person's Date of Birth
- Parent / Carer names
- Child / Young person's and Parent / carers address
- Parent / Carer telephone numbers
- Parent / Carer e-mail addresses
- Social Worker information
- School Details
- Health Providers

Information we gather is stored securely, both in paper and electronically and is kept for the appropriate length of time.

We will only share personal information where necessary and typically with other parties involved in your care, such as NHS providers, other therapeutic organisations or courts.

We will not disclose your information to any other third party without your permission unless there are exceptional circumstances (i.e. life or death situations), where the law requires information to be passed on.

You have a right under the Data Protection Act 1998 to request access to view or to obtain copies of what information we hold about you and to have it amended should it be inaccurate. Please make any such request in writing to Deema Reid ([deema@catchpoint.org](mailto:deema@catchpoint.org)). There may be a charge to have a printed copy of the information held about you.

Should you have any concerns about how your information is managed, please contact Deema Reid ([deema@catchpoint.org](mailto:deema@catchpoint.org)). If you are still unhappy following a review with Catchpoint, you can then complain to the Information Commissioners Office (ICO) via their website ([www.ico.gov.uk](http://www.ico.gov.uk)).

If you are happy for your data to be extracted and used for the purposes described in this privacy notice then you do not need to do anything. If you have any concerns about how your data is shared then please contact Deema Reid, [deema@catchpoint.org](mailto:deema@catchpoint.org).