

Animal Assisted Education UK Ltd Privacy Policy

Our contact details

Name: Animal Assisted Education UK Ltd

Address: Keepers Cottage, Brampton Bryan, Herefordshire, SY7 0DH

Phone Number: 07863140077

E-mail: deb@aae-uk.com

Date of completion : 12/03/2024

Review due: Jan 2025

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics:
 - Full name
 - Contact telephone number
 - Contact email address
- Student specific data relating to:
 - awarding bodies for exam boards,
 - Local Authority jurisdictions,
 - Fischer Family Trust data concerning predicted grades (or designated board for predicted grade generation)
 - Current working at grades
 - Completed mock assessments

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To provide tailored support to all students based on their current and future progress
- To invoice for services rendered
- To refer safeguarding issues to the relevant Local Authority

We may also receive personal information indirectly, from the following sources in the following scenarios:

- School website, specifically if a student is unaware of exam boards, mock exam dates or revision resources.

We use the information that you have given us in order to

- provide tailored support to all students based on their current and future progress
- invoice for services rendered
- refer safeguarding issues to the relevant Local Authority

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are (ICO lawful basis assessment, available upon request).

Your consent. You are able to remove your consent at any time. You can do this by contacting Debbie Gregg

We need it to perform the contracted task.

We have a legitimate interest.

How we store your personal information

Your information is securely stored.

We keep contact details and student specific information until the contract is completed, unless a safeguarding issue has been identified. All data is kept on a password protected external hard drive, although contact phone numbers will be stored on a password protected android phone.

We will then dispose your information by permanently deleting from the password protected hard drive and deletion from the mobile phone, upon the fulfilment of the contract.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at

Animal Assisted Education UK Ltd

Keepers Cottage

Herefordshire

SY7 0DH

07863140077

deb@aae-uk.com

if you wish to make a request.

AAEUK Ltd
ICO Number CSN2563191
07863140077
deb@aae-uk.com



How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at

Animal Assisted Education UK Ltd

Keepers Cottage

Brampton Bryan

Herefordshire

SY7 0DH

07863140077

deb@aae-uk.com

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>