



Absolute Mentoring

# Privacy Policy

**ABSOLUTE CARE AND MENTORING PRIVACY POLICY APRIL 2026**

**NEXT REVIEW DATE: APRIL 2027**

## **ABSOLUTE CARE AND MENTORING PRIVACY POLICY**

### **Introduction**

Absolute Care and Mentoring is committed to protecting and respecting your privacy, particularly when working with children and young people, including those who may be vulnerable.

We recognise that safeguarding and data protection go hand in hand. We therefore apply a higher level of care when handling personal data relating to children and young people.

This policy explains how we collect, use, store, and protect personal data in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy applies to all personal data collected through our website, recruitment processes, and service delivery.

### **What Data We Collect**

We may collect and process the following types of personal data:

- Personal identification information (name, address, email address, telephone number)
- Employment and education history (as part of recruitment)
- Safeguarding and suitability information (where required for safer recruitment)
- Information relating to children and young people we support (including welfare, behavioural or support needs where necessary)
- Identification documents (e.g. passport, driving licence)
- Criminal record information (where legally required, e.g. DBS checks)
- Special category data (e.g. health or safeguarding information) where necessary to provide safe and appropriate support
- Technical data (e.g. IP address, website usage data via cookies)

We only collect data that is necessary to safeguard and support children and young people effectively.

### **How We Collect Your Data**

We collect data in the following ways:

- When you complete forms (e.g. application forms, contact forms)
- When you communicate with us via email or phone
- During recruitment and onboarding processes
- During service delivery with children, families, schools or professionals
- Through our website (including cookies and IP address tracking)

We may also receive information from third parties such as:

- Referees
- Disclosure and Barring Service (DBS)
- Local authorities, schools, or safeguarding partners (where appropriate and lawful)

## **How We Use Your Data**

We use your data to:

- Process enquiries and communicate with you
- Manage recruitment and safer recruitment checks
- Assess suitability to work with children and young people
- Deliver services safely and effectively
- Safeguard and promote the welfare of children and young people
- Share information where necessary to protect a child or meet safeguarding duties
- Maintain accurate records in line with regulatory and safeguarding requirements

We will only process your data where we have a lawful basis to do so, including:

- Legal obligation (e.g. safeguarding duties, DBS checks)
- Legitimate interests (e.g. safe recruitment and service delivery)
- Vital interests (where processing is necessary to protect someone's safety)
- Consent (where applicable)

## **Data Sharing**

We do not sell or share your personal data for marketing purposes.

We may share your data where necessary with:

- Disclosure and Barring Service (DBS)
- Local authorities, schools, and safeguarding partners
- Referees and previous employers
- Police or other agencies where there is a safeguarding concern
- Professional advisors or regulators where required

Information will only be shared where it is lawful, necessary, and proportionate, particularly in relation to safeguarding children and young people.

## **How We Store Your Data**

We securely store your data using password-protected systems and secure cloud-based services.

We take appropriate technical and organisational measures to protect personal data from unauthorised access, loss, misuse, or disclosure.

Extra care is taken when handling data relating to children and safeguarding matters.

## **Data Retention**

We will only keep your data for as long as necessary. This includes:

- Recruitment records: retained in line with safer recruitment guidance
- Safeguarding records: retained in accordance with legal and safeguarding requirements
- Service user records: retained in line with local authority expectations and best practice
- General enquiries: retained only as long as necessary

When data is no longer required, it will be securely deleted or destroyed.

## **Marketing**

We do not send marketing communications.

## **Your Data Protection Rights**

Under UK data protection law, you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request deletion of your data (where applicable)
- Restrict processing of your data
- Object to processing
- Request transfer of your data (data portability)

Please note that some rights may be limited where data is required for safeguarding or legal obligations.

We will respond to requests within one month.

To exercise your rights, please contact:

[ben@absolumentoring.co.uk](mailto:ben@absolumentoring.co.uk)

## Cookies

Our website may use cookies to improve user experience and collect basic technical data such as IP addresses. You can control cookie settings through your browser.

## Links to Other Websites

Our website may contain links to external websites. We are not responsible for the privacy practices of other sites.

## Changes to This Policy

We keep this policy under regular review and will update it as necessary. Updates will be published on our website.

## Contact Us

If you have any questions about this policy or how we handle your data, please contact:

**Email:** [ben@absolumentoring.co.uk](mailto:ben@absolumentoring.co.uk)

## Complaints

If you are not satisfied with how we handle your data, you have the right to complain to the Information Commissioner's Office (ICO):

Website: <https://www.ico.org.uk>

**Last Updated:** April 2026

**Review Date:** April 2027

Next Review Date: April 2027