

Magic Equine Assisted Therapy C.I.C.

Privacy Policy

Our contact details

Name: Magic Equine Assisted Therapy C.I.C.

Head Office Address: Leysdown, Slipe Lane, Broxbourne, Herts, EN10 6EN

Contact Name & Number: Susie Butler – 07771 995284

Email: susie@magicequinetherapy.org

Website: <https://www.magicequinetherapy.org>

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers: name, phone and email details
- Gender and age
- Session notes: For statistical purposes and funders
- What's App messages
- Release of Liability Forms (including approval of photography)
- Original point of contact name and number (being private referral, agency/school details)
- Doctors name and contact number
- Emergency name and contact number

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:

- Introduce and provide information about Magic Equine Assisted Therapy C.I.C.
- To keep in contact and update with future events, programmes or workshops
- Statistical purposes for measuring progress, evaluating and to help pitch for further funding

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

- Details of gender, locations, how many sessions attended and relevant medical requirements if necessary

We use the information that you have given us:

- To contact you if we feel we have a programme or workshop that could be of interest to you
- We will contact you if we receive some funding that is relevant to you

We may share this information only if there is a Safeguarding concern as a duty of care with the Referring Agency, GP, Social Services or Police.

Under the UK General Data Protection Regulation (UK GDPR), these are the lawful bases we rely on for processing this information: Government Safeguarding Acts for Children/Young People & Vulnerable Adults.

You are able to remove your consent at any time. You can do so by contacting Magic Equine Assisted Therapy C.I.C. direct **Susie Butler Director susie@magicequinetherapy.org**

- a) **Duty Of Care to all visitors.**
- b) **We have a vital interest.**
- c) **We have a legitimate interest.**

How we store your personal information

Your information is securely stored.

We keep name, address, gender, age, telephone number, which horses are used, sessions attended, agency referred from, area the client is referred from, for a maximum of 7 years. We will then dispose your information by shredding.

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 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: susie@magicequinetherapy.org or contact Susie Butler on 07771 995284 or post to Magic Equine Assisted Therapy C.I.C., Leysdown, Slipe Lane, Broxbourne, Hertfordshire, EN10 6EN if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at Magic Equine Assisted Therapy C.I.C.

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>