



Privacy Policy including GDPR

For the purposes of this policy and any reference to “we/us/our” means Special People

Personal Information

Unless you choose to provide personal data, we will not obtain any personally identifying information about you when you visit our website. Where we need to respond to you, e.g. to reply to an enquiry via email, we will ask you to provide some personal details.

You have the right to have your personal data made available to you, rectified if inaccurate, and deleted if appropriate under legal mandate.

We will respond to any reasonable request made in relation to personal data and provide copies, rectify errors or provide assurance of deletion where appropriate.

Clients information

We will process our clients' personal data to the highest standard expected both legally and ethically. Our clients' personal information will be collected and processed only for specific agreed purposes, and we will provide information on request regarding any aspect of our processing.

Other Organisations

We will never release sell or give your personal information to any other party or organisation without your explicit permission.

Security

We are committed to ensuring that your information is secure. Unfortunately, no data transmitted over the Internet is 100% secure. As a result, while we provide a high level of physical and procedural security to protect your information, including encryption, we cannot warrant the security of any information you transmit to us and do so at your own risk.

We utilise the principles of least privilege and Need to Know, in order to protect our clients' personal information.

Linking

We may link to other websites which are not within our control. Once you have left our site we cannot be responsible for the protection and privacy of any information you may provide there. We provide these links as convenience and the inclusion of any link does not imply endorsement by us or the views, practices or information contained on the site, or any association with its operators.

Subject Access request

We will respond to a Subject Access Request within 30 days, and in the format and medium agreed with the subject.

Data Breach

We will report any breach of our systems which put clients and employees personal data at risk

Quality services for children and young adults with special needs

CQC Registration: 1-129079456
Registered company number: 7121508
Registered Office: The retreat 406 Roding Lane South Woodford Green Essex 1G88EY

Updated May 2018
Review due May 2019



Brickwork Community Centre
42 Crouch Hill • London • N4 4BY
T: 020 7686 0253 F: 020 7686 0254
www.specialpeople.org.uk

within 72 hours.

GDPR

We will act within the requirements of GDPR whether we are acting as the Data Controller or Data Processor

Special People's Data Protection officer is Julie Skinner.

Contacting Us

Our company number is: 7121508 and our Registered office is:

Nordens
The Retreat
406 Roding Lane South
Woodford Green
Essex
IG8 8EY.

Our ICO no. ZA376095

You can contact us via post, telephone, or email on the following address:

The Brickworks
42 Crouch Hill
London
N4 4BY
Tel: 0207 686 0253
Email: Julie@specialpeople.org.uk