



PRIVACY NOTICE

i3ntegrate (Charity Number: 1211024)

About Us

i3ntegrate is a registered charity providing mental health support, mentoring, and educational services to children and young people, primarily within school settings. We are committed to protecting your privacy and being transparent about how we handle personal information.

Our Data Protection Lead

Tom Hunter oversees our data protection practices and can be contacted at tom@i3parenthub.org for any privacy-related questions.

Information We Collect

We collect and process personal information about:

Students and Young People:

- **Basic information (name, age, school)**
- **Contact details**
- **Mental health and wellbeing information**
- **Educational needs and progress**
- **Session notes and assessments**
- **Safeguarding information when relevant**

Parents and Guardians:

- **Contact details**
- **Relevant family information**
- **Communications with our service**

School Staff:

- **Professional contact details**
- **Communications regarding service delivery**
- **Safeguarding reports where relevant**

Our Staff, Volunteers and Trustees:

- **Contact and identification details**
- **Employment or service records**
- **Professional qualifications**
- **DBS check results**
- **Training records**

How We Use Personal Information

We use personal information to:

- **Deliver mental health support and educational services**
- **Ensure the safety and wellbeing of young people**
- **Maintain appropriate records of our support**
- **Communicate with schools and families**
- **Meet our legal obligations**
- **Manage our staff and services**

Our Legal Basis

We process personal information under the following legal bases:

For regular personal data:

- **Consent for specific activities where needed**
- **Legal obligations, especially regarding safeguarding**
- **Vital interests in protecting wellbeing**
- **Public task in providing educational support**

For special category data (such as health information):

- **Explicit consent where required**
- **Substantial public interest**
- **Provision of health or social care**

Information Sharing

We share information with:

- **Schools where we deliver services**
- **Other professionals involved in supporting young people**
- **Safeguarding authorities when required by law**
- **Regulatory bodies where legally required**

We never sell personal information or share it for marketing purposes.

Data Security

We protect personal information through:

- **Secure electronic systems with access controls**
- **Encryption of electronic devices**
- **Staff training on data protection**
- **Following school security protocols when working in schools**

Your Rights

You have the right to:

- **Access your personal information**
- **Correct inaccurate information**
- **Request erasure in certain circumstances**
- **Restrict how we use your information**
- **Object to certain processing**
- **Data portability in some cases**

For children under 13, these rights are usually exercised by parents/guardians. Young people aged 13 or over can exercise these rights themselves if they have sufficient understanding.

Information Retention

We keep information for the following periods:

- **Student support records:** As per school policies
- **Safeguarding information:** Until the child reaches age 25
- **Clinical records:** 8 years after last contact
- **Staff records:** 6 years after employment ends

Children's Privacy

We take special care with children's personal information:

- **We obtain parental consent for children under 13**
- **We consider the child's capacity to understand and consent**
- **We use age-appropriate language in communications**
- **We prioritize children's privacy and safety in all decisions**

Changes to This Notice

We review this notice annually and update it when necessary. Significant changes will be communicated through schools and our usual channels.

Making a Complaint

If you have concerns about how we handle personal information, please contact our Data Protection Lead. You also have the right to complain to the Information Commissioner's Office (ICO) at www.ico.org.uk.

Contact Us

**For privacy questions or to exercise your rights, contact: Tom Hunter Data Protection Lead
i3ntegrate Email: tom@i3parenthub.org**

Last Updated: November 2024 Next Review: November 2025