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Company number 07538792

## GDPR PRIVACY STATEMENT

The Windfall Centre places great importance on the correct treatment of personal information as a key element in the success of our working relationships, and in maintaining the confidence of those with whom we deal. The Windfall Centre intends to ensure that personal information is treated lawfully and correctly. This means we try to ensure that the information we hold is:

- ✓ accurate and up-to-date
- ✓ kept securely
- ✓ used only for the purpose of providing a service to you, and
- ✓ kept for no longer than is necessary.

The Windfall Centre collects both personal data and sensitive personal data on the children and family members we work with. Personal data includes, names, dates of birth (where appropriate), addresses, telephone and mobile numbers, email address, and other identifying data where appropriate. Sensitive personal data includes information you provide to us about your child's difficulties, family circumstances that may relate to these difficulties, and any relevant physical, mental or emotional health issues. It may also include information contained in the records we keep and reports we compile.

We use anonymised information in the form of statistics to further improve the services we offer.

**Accuracy:** any proposals or reports prepared for external agencies eg, commissioners and funders of therapy programmes, will be shared with you beforehand so you can check them for accuracy. Factual inaccuracies will be changed. Where a report may contain a clinical or therapeutic opinion this will be shared with you beforehand to make sure you understand the basis of the opinion and the need for it to be reported.

**Storage:** we open a manual file for each child/family receiving a service from us and these are kept in a locked filing cabinet in a locked office. Additionally, both kinds of data are stored electronically in password protected documents on lap-top computers or memory sticks that also require a password to open. Any reports that are transmitted electronically are also password protected. Once you or your child is no longer receiving a service from us, the file will be closed and retained securely until the child reaches maturity.

**Lawful Basis:** The lawful basis for the Windfall Centre obtaining and storing personal data is individual informed consent. We generally rely on consent to hold a child's personal information from someone with Parental Responsibility. However, there may be circumstances where the child's consent is sought either together with a parent's/carer's or alone. This may involve consideration of the 'Fraser Guidelines' taking the child's age and understanding into account.

Where there are concerns about the safety or welfare of a child and a referral to social services is indicated, consent to the sharing of personal information is over-ridden by the requirements of the Children Act 1989. However, wherever possible, the parent/carer (or Person with Parental Responsibility) will be informed of the basis of the referral.

You can withdraw your consent at any time, but this may mean we are unable to provide a service to you.

Please indicate if you consent to your personal data being used by us as outlined above.

I consent to the above statement.

Signed ..... Date .....

Print name .....

(Further details, including rights to access relating to personal data are contained in our Data Protection Policy which you can ask to see)

**Author: V. Grant**

**Version 1**

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**Responsibility: Service Manager**