



## **Who are we?**

The Academy offers a learning approach to personal recovery and wellbeing through a range of courses and workshops. The Academy is a partnership between Coventry & Warwickshire Mind and Coventry & Warwickshire Partnership Trust and works with a range of partner organisations to deliver the courses and workshops.

## **What data do we keep, and why?**

We need to keep certain information (data) about you in order to:

- Communicate with you about the course/s you are attending
- Verify your age
- Monitor attendances
- Evaluate the service

Your data will not be used for any automated decision making.

This is data we need to collect, with your consent:

- Name & contact details (address, phone, email etc.)
- Communication/learning needs
- Date of birth
- Course/s attended
- Outcomes data
- How you found out about our courses.

We will also ask for your consent to send you occasional updates on our courses via newsletter.

We need your explicit consent for equalities data – we need to ask for this to comply with Equality Act 2010, but you can choose not to give it if you don't want to.

## **Where will we get the data from?**

We will collect the data from you, when you sign up to attend a course

## **Who will we share your data with?**

We will only share identifiable information with course providers, so that they have an attendance register. Where we provide services in partnership with other agencies we will ensure they sign a Data Sharing Agreement to keep your data safe. Monitoring or statistical data will be shared with funders/commissioners, but we will not share information about you with them.

If there is an emergency, we may need to share your data with other agencies. We will only do this to keep you or others safe and if it is within your vital interests.

## **How will we keep the data?**

We will collect your data onto paper forms, or directly onto our online database. We will keep paper forms securely and destroy them as soon as we don't need them any more (in most cases this will be as soon as the data has been transferred onto our database). Our databases are kept securely and are only accessible with individual staff passwords. Access within our databases is restricted to those people who need to see it as part of their job. All identifiable data will be destroyed or anonymised when we no longer need it.

## **What are my rights?**

**Right to be informed** – This privacy notice explains the basics about what data we keep, why and how, and for how long. If you would like more information, please ask a member of staff or contact Head Office on 02476 552847.

**Right to access** - on request, we will provide a copy of all the data we have about you. Please speak to Head Office on 02476 552847 for information about how to go about this.

**Right to remove consent /Right to erasure** - (or the 'right to be forgotten') - on request, we will destroy data that you have previously given consent for.

**Right to be correct** – we are obliged to correct any information we keep that is inaccurate. We will stop using your data (restrict processing) whilst it is rectified.