



07891 209081

snakesandladderstcpt@gmail.com

Data Processing & Protection of Personal Data

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information.

Reasons/purposes for processing information

We process personal information to enable us to provide therapeutic counselling and play therapy, to advertise our services, to maintain our accounts and records and to support and manage our employees. NB. Personal information is never used for advertising or shared with outside agencies unless safeguarding concerns dictate so.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This information may include:

- personal details
- family, lifestyle and social circumstances
- goods and services
- financial details
- employment and education details

We also process sensitive classes of information that may include:

- physical or mental health details
- racial or ethnic origin
- religious or other beliefs of a similar nature
- offences and alleged offences

Who the information is processed about

We process personal information about our

- clients
- suppliers
- business contacts
- professional advisers
- employees



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Who the information may be shared with

We sometimes need to share the personal information we process with the individuals themselves and also with other relevant organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

NB: We never share confidential details of sessions other than for clinical supervision purposes, in this case the anonymity of the client is always respected.

For safeguarding purposes for children, young people and vulnerable adults it may be necessary to share certain relevant information with Social Services and/or The Police

Where necessary or required we may share information with:

- healthcare professionals
- social and welfare organisations
- central government
- business associates
- service providers
- financial organisations
- current, past and prospective employers
- family, associates and representatives of the person whose personal data we are processing
- educators and examining bodies

CCTV for crime prevention at the Snakes and Ladders office

CCTV is used for maintaining the security of property and premises and for preventing and investigating crime, it may also be used to monitor staff when carrying out work duties. For these reasons the information processed may include visual images, personal appearance and behaviours. This information may be about staff, customers and clients, offenders and suspected offenders, members of the public and those inside, entering or in the immediate vicinity of the area under surveillance. Where necessary or required this information is shared with the data subjects themselves, employees and agents, services providers, police forces, security organisations and persons making an enquiry.