



Elysian
Training and Development



Privacy Policy

Effective Date: October 2025

Next Review Date: October 2026

Safeguarding Commitment

Elysian is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This policy applies across all sites on which Elysian operates.

This Privacy Policy applies to both Elysian Animal Assisted Interventions Ltd and Elysian Training and Development Ltd (collectively referred to as "Elysian"). It outlines how we collect, use, store, and share personal data of all stakeholders, including:

- Learners (children, young people, and adults)
- Parents and carers
- Clients accessing therapeutic or educational services
- External learners on Elysian T&D courses
- Staff and volunteers
- Governors and trustees
- Linked professionals and partner organisations
- Local authorities and regulatory bodies

Our Commitment to Data Protection

Elysian is committed to safeguarding personal data and ensuring transparency, fairness, and accountability in how we process it. We comply with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and all relevant legislation.

Who We Are

- **Data Controllers:**
 - Elysian Animal Assisted Interventions Ltd
 - Elysian Training and Development Ltd
- **Data Protection Officer (DPO):** Jo Nunn - admin@elysianuk.org

What Personal Data We Collect

We may collect and process the following types of personal data:

Identity Data: Name, date of birth, gender

Contact Data: Address, email, phone number

Educational Data: Attendance, progress reports, qualifications

Health Data: Medical conditions, allergies, mental health notes

Employment Data: CVs, references, payroll, DBS checks

Communication Data: Emails, feedback forms, consent forms

Safeguarding Data: Incident reports, risk assessments, disclosures, multi-agency communications

Special Category Data: Ethnicity, religion, disability status

How We Use Your Data

We process personal data for the following purposes:

- To deliver educational and therapeutic services
- To manage enrolment, attendance, and progress
- To communicate with stakeholders
- To ensure health, safety, and safeguarding
- To comply with legal and regulatory obligations
- To provide training and development opportunities
- To manage employment and HR processes
- To evaluate and improve our services

Lawful Bases for Processing

We only process personal data when one or more lawful bases apply:

- Consent (e.g. for media use or marketing)
- Contractual necessity (e.g. learner enrolment)
- Legal obligation (e.g. safeguarding or reporting)
- Vital interests (e.g. medical emergencies)
- Public task (e.g. educational provision)
- Legitimate interests (e.g. service improvement)

Special category data is processed under additional conditions, such as explicit consent or substantial public interest.

Privacy Notices

Where required, we provide tailored Privacy Notices to each stakeholder group explaining:

- What data we collect
- Why we collect it
- How we use it
- Who we share it with
- How long we keep it
- Your rights

These notices are written in clear, accessible language and are available on request.

Data Sharing

We may share personal data with:

- Local authorities
- Partner schools or organisations
- Regulatory bodies (e.g. Ofsted, DfE)
- Health professionals
- Course providers and accrediting bodies
- IT and cloud service providers (under contract)

We will never sell your data. All sharing is done securely and only when necessary.

Data Retention

We retain personal data only as long as necessary for the purpose it was collected. We follow a strict retention schedule and securely dispose of data when no longer required.

Data Security

We implement appropriate technical and organisational measures to protect data from loss, misuse, or unauthorised access. These include:

- Encrypted storage
- Access controls
- Staff training
- Regular audits

Your Rights

You have the right to:

- Access your personal data
- Request correction or deletion
- Restrict or object to processing
- Withdraw consent (where applicable)

- Data portability (in certain cases)
- Lodge a complaint with the ICO

To exercise your rights, contact our DPO.

Data Breaches

Any data breach will be handled in accordance with our internal procedures and reported to the ICO where required. Affected individuals will be notified promptly.

Privacy by Design

We embed data protection into all our systems and processes. We conduct Data Protection Impact Assessments (DPIAs) for high-risk processing activities and new technologies.

Updates to This Policy

This policy is reviewed annually and updated as needed to reflect changes in law or practice. The latest version is always available on our website or by request.