



## **Family Counselling Trust Privacy Notice Volunteers, Practitioners and Family Liaison Officers**

### **Background**

Family Counselling Trust is committed to ensuring your personal information is protected. This privacy notice describes how Family Counselling Trust, the data controller, collects, uses and protects information relating to our practitioners, family liaison officers and volunteers.

### **How we collect your information**

The information we collect is from your application form, references from third parties, DBS checks, and information collected throughout your association with us.

### **The type of information we hold**

This information may include name, address, contact telephone numbers, email address, bank details, professional qualifications, employment history, membership of professional bodies, professional indemnity insurance and DBS status.

### **How we use your information**

We process personal data relating to those we engage to work with Family Counselling Trust for the lawful purpose of fulfilling the contract and to enable individuals to be paid.

In addition, we process information about volunteers, practitioners and family liaison officers for the following legitimate charitable business interest:

- To manage and communicate with volunteers, practitioners and family liaison officers.
- To support the work of the charity.
- To enable the charity to make appropriate decisions about the provision of therapy services to children and families.

### **Who we will share your information with**

Family Counselling Trust will share personal information with our Family Liaison Officer, and limited members of the trust as necessary.

We will not share personal information with any other organisation unless there is a legal or regulatory requirement to do so.

### **Storing your information**

Your personal information will be stored on personal systems owned by our Family Liaison Officer and limited members of the FCT.

### **Retention**

We will retain your personal information in accordance with legal and regulatory requirements which can be found in the retention schedule of our Privacy Policy available via on our website.

### **How you can access your information**

You have the right to request access to the information we hold about you. To make a request for your personal information, please contact the Family Liaison Officer for:

Dorset: Eliza Modzelewska at [elizamodzelewska@gmail.com](mailto:elizamodzelewska@gmail.com)  
Hampshire: Peter Currie at [apncurrie@icloud.com](mailto:apncurrie@icloud.com)  
Somerset: Claire Davey at [fctsomerset@gmail.com](mailto:fctsomerset@gmail.com)  
Wiltshire: Cyndy Walker at [fctwflora@outlook.com](mailto:fctwflora@outlook.com)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- have inaccurate personal data rectified;
- request your information to be deleted or destroyed and if we can we will but sometimes we must maintain some records for legal reasons.

### **Your Rights**

If you are not happy how we are using your information or how we have responded to your request, you have the right to complain to the Information Commissioner's Office at [www.ico.org.co.uk](http://www.ico.org.co.uk).

### **How we will tell you about future changes to this privacy notice**

Any changes we make to our privacy notice will be communicated to all staff and volunteers by via our website and by email.

A copy of the privacy notice is available to all volunteers and practitioners via our website.

### **How to contact us**

If you have any questions or concerns about our use of your personal information please email:

Dorset: Eliza Modzelewska email: [elizamodzelewska@gmail.com](mailto:elizamodzelewska@gmail.com)  
Hampshire: Peter Currie email: [apncurrie@icloud.com](mailto:apncurrie@icloud.com)  
Somerset: Claire Davey at email: [fctsomerset@gmail.com](mailto:fctsomerset@gmail.com)  
Wiltshire: Cyndy Walker at email: [fctwflora@outlook.com](mailto:fctwflora@outlook.com)