



GDPR Privacy and Cookies Policy and Procedure



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1 Introduction

As the operators of the website www.kisimul.co.uk ("Website"), Kisimul (as defined below) is committed to protecting and respecting your privacy. This Privacy and Cookies Notice & Policy ("Policy") (together with and any other documents referred to therein) sets out the basis on which the personal data collected from you, or that you provide to Us will be processed by Us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the General Data Protection Regulation ("GDPR", from the GDPR implementation date) or, until GDPR implementation date, the Data Protection Act 1998, (collectively the "Data Protection Laws") the Data Controller is Kisimul Group Limited; and Kisimul Special Education Limited, Kisimul School Holdings Limited and Cruckton Hall Limited are also data controllers, together "We", "Us", "Kisimul".

2 Your Personal Information

Information we collect from you

We collect and process some or all of the following types of information from you in the course of your use of the Website or providing our services (including care and education):

We do not use 'cookies' but when visiting our website, your IP address is recorded.

Information that you provide by filling in forms on the Website or filling in forms as part of the registration process. This includes:

- (i) information provided at the time of registration of a resident, student or other person in receipt of care and/or education at Kisimul (a "Person");
- (ii) submitting an enquiry via our Website; or
- (iii) requesting further information or services from us.

We may also ask you for information when you e.g. report a problem with the website.

Specifically, personal details (which may be of a Person and/ or of the guardian/ parent of a Person, being the "Legal Guardian") such as name, email address, telephone number or any information input when using the Website, completing our survey forms and, name, date of birth, address, family details, medical history, and education history when using our services.

If you contact Us, We may keep a record of that correspondence.

We may also ask you to complete surveys that we use for research purposes, although you do not have to respond to them.

Employees and Staff

We may process personal data in order to perform our obligations pursuant to contracts entered into with an employee or staff member. Accordingly, we rely on "performance of a contract with the data subject" as the lawful basis on which the organisation collects and uses this personal data.

Purposes of processing

We use information held about you in the following ways:

- To provide you or a Person with our services, including care and/or education.
- To provide you with information and offers that you request from us.
- To carry out our obligations arising from any contracts entered into between you and us.
- To allow you to participate in interactive features of our service, when you choose to do so.

If you have any questions about how we use data collected which relates to you, please contact us by sending a request by email to: DPO@kisimul.co.uk.

receive the data which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations

object at any time to processing of data for direct marketing

object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you

object in certain other situations to our continued processing of data

otherwise restrict our processing of data in certain circumstances

claim compensation for damages caused by our breach of any data protection laws.

For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner's Office \(ICO\) on individuals' rights under the General Data Protection Regulation](#).

All questions, comments and requests regarding this Privacy and Cookies Policy should be addressed to our DPO by email at DPO@Kisimul.co.uk

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