HERD THYME

GDPR Policy

INTRODUCTION

1.1 It is the policy of Herd Thyme Ltd, registered at Crofton, to seek to protect personal data and is committed to meeting the legal obligations as detailed in the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018. Our data protection and privacy policy outlines how and why we use personal data.

1.2 Herd Thyme works with Schools and Communities to deliver bespoke support packages as a Registered Alternative Provision with Wiltshire Council.

1.3 In order to develop our Mentoring programme and courses we are required to report to Wiltshire County Council, Schools and Parents/Guardians.

2.0 DATA COLLECTION

2.1 We collect and hold personal data such as post code, contact details and photographs.

2.2 All personal data is kept securely and for no longer than necessary.

2.3 Photographs may be used on promotional material, in the media and on our social media accounts.

2.3 We obtain permission for any images we use through photo consent forms.

3.0 MAILING LISTS

3.1 We may send information about courses and opportunities we are running.

3.2 We will make sure any information is accurate and up to date.

3.3 Mailing lists can be unsubscribed any time by contacting us at herdthyme@gmail.com.

4.0 DATA PROTECTION

4.1 If people have signed up to one of our programmes or courses or have participated in one of our projects, then completed enrolment forms are kept for duration or course.

4.2 This personal information is used to contact you regarding the project.

4.3 We will also keep this information for monitoring and reporting purposes.

4.4 All information is kept secure at all times and participants have the right to access this information.

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5.0 STAFF DATA

5.1 If you are employed by Herd Thyme Ltd as an employee or self-employed worker, we will securely keep your personal information for legal, financial and reporting reasons.

5.2 Any information shared when reporting is anonymised.

5.3 Personal information is destroyed after 7 years.

6.0 DATA USE

6.1 The lawful basis that we use for processing the data is that either:

- You have given us your consent, e.g. to use your image

Or

- You are a participant and the processing is necessary for the purposes of legitimate interests pursued by the Data Controller (Herd Thyme). In this case the legitimate interest is to carry out monitoring and reporting which is a requirement of all our projects.

7.0 DATA SHARING

7.1 We do not give or sell your information to third parties for any marketing purposes.

7.2 Any information we disclose about you, other than for purposes outlined in this privacy policy, will be if required to do so by law.

7.3 In the course of our work we use third party websites (Wix and Facebook).

7.4 We are not responsible for the privacy policies or practices of the third-party websites.

8.0 YOUR RIGHTS

8.1 We want people to have the best experience possible with Herd Thyme Ltd and benefit from working with us feeling confident we are respecting your personal data and processing it in a safe and confidential way.

8.2 You have the right to withdraw consent to our e-list or use of your image at any time.

8.3 You have the right to see the information we keep on you. This is a 'Subject Access Request'.

8.4 You need to provide your request in writing with proof of identity before we can send you details.

8.5 The information may take up to a month to collect. If you require this information please email herdthyme@gmail.com .

8.6 Herd Thyme Ltd is registered with the ICO. Reference Number ZA890877 Date : 14 February 2025

You can see all the information regarding data protection and your rights here:

https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/

Signed: Kara Dhyan

(Director)

Name: Kara Dhyan Date 23/07/2026

This policy will be reviewed annually, or as and when there are any changes in the law.