



Aimee Fairhurst trading as Stable Connections

Email: [stableconnectionsuk@gmail.com](mailto:stableconnectionsuk@gmail.com)

Instagram: aimee\_and\_the\_ponies

## Privacy Policy

**Reviewed Date:** 15th July 2025

**Our contact details: Stable Connections, 29 Myrtle Road, Dorking, RH4 1DQ, [stableconnectionsuk@gmail.com](mailto:stableconnectionsuk@gmail.com), 07970685878**

### The type of personal information we collect

We currently collect and process the following information:

- contact details, address, phone number, educational placement.
- Educational information relating to your placement with us (under 18s)
- Medical information and contact details relating to your placement with us.
- Educational placement contact details (under 18s)
- Parents/Carers contact details (under 18s)
- Emergency contact details

### How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To attend a course placement or Equine Facilitated Learning session with us



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- We also receive personal information indirectly, from the following sources in the following scenarios:
- We receive information from schools, colleges, parents and carers on your behalf.

We use the information that you have given us in order to have contact details if needed in an emergency and know appropriate information for you to attend Stable Connections so we can appropriately support you during your placement, know your medical needs and/or history, contact you or your educational placement/parent/carer regarding any work or feedback.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- a) Your consent. You can remove your consent at any time. You can do this by contacting [stableconnectionsuk@gmail.com](mailto:stableconnectionsuk@gmail.com)**
- b) We have a contractual obligation.**
- c) We have a legal obligation.**
- d) We have a vital interest.**
- e) We have a legitimate interest.**

### **How we store your personal information**

Your information is securely stored in a locked filing cabinet and only Stable Connections staff members have access to it.

We keep personal medical and educational information for the time you attend Stable Connections and for a period of 6 months after you leave. We will then dispose of your information by shredding the paperwork at the end of the time period.

### **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your



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personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [stableconnectionsuk@gmail.com](mailto:stableconnectionsuk@gmail.com) should you wish to make a request.

## How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at [stableconnectionsuk@gmail.com](mailto:stableconnectionsuk@gmail.com). You can also complain to the ICO if you are unhappy with how we have used your data.

## The ICO's address:

Information Commissioner's Office Wycliffe House

Water Lane Wilmslow Cheshire

SK9 5AF

Helpline number: 0303 123 1113 ICO website: <https://www.ico.org.uk>



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Signed AFn \_\_\_\_\_

Aimee Fairhurst; Founder

Date reviewed:

Next review date: