



# Privacy Policy

ADHD Adventures is committed to protecting the privacy of the children, young people, families and professionals we work with. This policy explains what information we collect, why we collect it, how we use it, and how we keep it safe.

## **Who We Are**

ADHD Adventures

Based in Aberdeenshire, Scotland

**Email:** [info@adhdadventure.co.uk](mailto:info@adhdadventure.co.uk)

**Phone:** 07488255190

We are a community organisation supporting children and young people with ADHD or suspected ADHD, and their families.

## **What Information We Collect**

We only collect information that helps us provide safe, effective support. This may include:

For children and young people

- Name, age and contact details
- Parent/carer contact details
- Information about ADHD or other neurodevelopmental needs
- Relevant health, education or support information
- Emergency contact details
- Notes from sessions (kept minimal and factual)

For parents/carers

- Contact details
- Information you choose to share with us
- Referral information

For professionals

- Contact details
- Information relevant to referrals or partnership work

### **How We Use Your Information**

We use personal information to:

- Provide safe, appropriate support
- Communicate with families about sessions, groups and updates
- Understand the needs of the young person
- Keep children and young people safe
- Improve our services
- Meet our legal and safeguarding responsibilities

We do not use your information for marketing without your consent.

### **Legal Basis for Using Your Information**

Under UK GDPR, we rely on the following legal bases:

- Consent – when you agree for us to hold and use information
- Legitimate interests – to run our groups safely and effectively
- Vital interests – if we need to share information to keep someone safe
- Legal obligation – when safeguarding or law requires us to share information

Who We Share Information With

We only share information when it is necessary and appropriate, such as:

- With parents/carers (for children under 16)
- With other professionals involved in the young person's support  
(only when consent has been given)
- If we believe a child or young person is at risk of harm
- When required by law

We never sell personal information.

## **How We Store and Protect Information**

We take data security seriously.

We store information:

- On password-protected devices
- In secure digital systems
- With access limited to staff who need it

We keep information only for as long as necessary, in line with our retention schedule.

## **Your Rights**

Under UK GDPR, you have the right to:

- Access the information we hold about you
- Ask us to correct inaccurate information
- Ask us to delete information (in some circumstances)
- Withdraw consent
- Complain to the Information Commissioner's Office (ICO)

To use any of these rights, contact us at: [info@adhdadventures.co.uk]

## **Children and Young People's Information**

We always aim to explain things in a way young people can understand.

Where appropriate, we ask for the young person's views and consent as well as the parent/carer's.

## **Changes to This Policy**

We may update this policy from time to time. The latest version will always be available on our website.

If you have any questions about this policy or how we use your information, please contact: [info@adhdadventures.co.uk](mailto:info@adhdadventures.co.uk)