

## Privacy Policy

15<sup>th</sup> January 2024 (next review Jan. 2025)

### Our contact details

Name: Ambrose Lynch Limited  
Address: 1 Leopold Road, London W5 3PB  
Phone Number: 07767273863  
E-mail: [info@ambroselynch.com](mailto:info@ambroselynch.com)

### The type of personal information we collect

We currently collect the following information:

- Name and address (parents and children)
- Email address (parents and children)
- Passport number and picture (parents and children)
- Identity number and picture (parents and children)
- Medical records (children)
- Birth certificates (children)
- School records (children)

### 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 or one or both parents of the children we are guardians for.

We use the information that you have given us in order to:

- Place children at school
- Be in contact with parents when necessary

We may share this information with

- Schools that children will apply for
- Host families and drivers to make sure that the children are safe

### How we store your personal information

Your information is securely stored at our offices and on a system that only the employees have access with strong passwords that we change often.

We keep your personal information for no more than 6 years. We will then dispose your information by deleting all emails, drives and destroy hard copies.

### 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 personal information.

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**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 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:

- [info@ambroselynch.com](mailto:info@ambroselynch.com)
- 07767273863
- 1 Leopold Road, London W5 3PB

If 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 Ambrose Lynch, 1 Leopold Road, London W5 3PB. Our email address is [info@ambroselynch.com](mailto:info@ambroselynch.com) , or our phone number is 0776723863.

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