

Thomas Small Animal Practice Limited

Longridge Vets

Privacy Notice For Children

Thank you for being interested in gaining work experience at Longridge Vets.

It is important that you understand what information about you we store, and why we store it.

1. When you apply for work experience we require your:
 - Name
 - Date of birth
 - Address
 - Email and telephone contact (or your parent's)
 - Your parent's name, and contact details
 - Details of any health problems that may affect you at work
2. We need these details to keep a record of who has been in the building, for our insurers, to keep you safe, and to contact someone in the event of an emergency.
3. We will not normally pass on your details to anyone else.
4. There may be times when it is necessary to pass on your details. An example would be, if you were taken unwell and we needed to call an ambulance we would tell the paramedic your details. We will only do this if it is necessary.
5. There may be occasions where an English Law means that we must pass on your details to a government body.
6. If you are on a school or college placement, your school or college may ask us for a report.
7. When you send your details they will be stored electronically or on paper.
8. Your details will only be looked at if necessary.
9. We will keep your details for sometime after your placement.
10. We have CCTV cameras around the practice in public places. We have these to help reduce crime. The pictures from the cameras are not shared with anyone else.
11. If you want to know what details we have about you, please write to

Jill Thomas
Information Controller
Longridge Vets
54 Preston Road
Longridge
PR3 3AY

12. If you would like us to delete or destroy all details we have about you, please write to Jill Thomas at the above address.

13. If you are unhappy about what we have done with your information you can contact the Information Commissioners Office.

It is very important that you understand this. Please speak to us, or a parent or guardian if you do not.