



Privacy Policy

Kee Mediation is committed to respecting and protecting your privacy. Please read the following information carefully.

This privacy notice explains how Kee Mediation, and the mediators who work with us, will collect, store, use and share the personal information you provide in the course of conducting family mediation.

1. We do not need specific consent to retain your data as we have a 'legitimate interest' in retaining it.
2. We only collect and retain relevant information needed for your file.
 1. This information will be held in any of two locations
 1. The Children 1st Mediation Google Workspace
 2. The Children 1st Mediation database
 2. We will hold your full name, email address, phone number and home address across both systems
 3. Additional details that you provide to the mediator, in the course of them carrying out their role, will be stored on the Google Workspace file associated with your case.
- i. If you have any concerns on special category data, please discuss this with the mediator at your MIAM (initial meeting) or email: info@keemediation.co.uk
4. Your data will be retained for:
 - i. Accounts and administrative systems – six years where mediation commenced; if mediation did not commence, your details will be removed 12 months from the date of your MIAM



5. We do not share any information with third parties unless:
 - i. We consider a child to be at significant risk of harm
 - ii. The mediator believes that you are the recipient of proceeds from crime
 - iii. You have agreed to a referral to an outside agency and provided consent for us to do so.

6. The detailed information provided to the mediator at your MIAM and in your financial disclosure is treated as being strictly private and confidential. The mediator does not share this information with any external third party. The mediator and the company have access to this information.

7. If your mediation is successful, Child Arrangements Plan, Memorandum of Understanding and the Open Financial Statement:
 - i. Might be read by other parties within Children 1st Mediation, as these documents are subject to quality checks prior to release
 - ii. Upon the agreement of both parties, can be shared by us with your solicitor and/or financial advisor

8. All data gathered by our mediators is considered relevant, adequate and limited to what is necessary; at any point in time you can ask to see what data is being held through a Subject Access Request; you have the right:
 - i. To be informed
 - ii. To have access to the data
 - iii. For the data held to be rectified
 - iv. Of erasure
 - v. To restrict processing
 - vi. To data portability
 - vii. To object
 - viii. Not to be subject to automated decision-making including profiling



9. We may contact you to review the service you have received from Kee Mediation.
10. Your details will never be sold to a third party for marketing purposes or commercial gain.