



## Keeping Your Information Private (Privacy Notice)

### Your Private Information

At Advocacy in Greenwich we might have some private information about you. This is information like:

- Your name
- Your date of birth
- Your address
- Your gender – man or woman or other
- Your ethnicity – black or white or other
- Your phone number
- Your email address

Name	_____
Address	_____ _____ _____
Phone Number	_____

### Why we have this information



- We keep records of the work that we do with people so that we can check that we are providing a good service.
- We invite people to events, like the Citizen Forum and our AGM.

- We invite people to be part of self advocacy groups.
- We have to give information to funders (the people who give us money) to show that we are providing a good service.

## Keeping your private information safe



We will never share your private information with other people without you saying that it is ok for us to share your information.

Information that we keep on paper will be kept in a locked filing cabinet.



Staff might keep your name, address and phone number in their work mobile phone so that it is easy to contact you. The mobile phone will always need a passcode so that it cannot be accessed by anyone else.

Information that we keep on a computer will be kept safely. All computers need a password.



We use Microsoft Office 365 for our emails and to store information.

You can read the Microsoft Privacy Statement here:



<https://privacy.microsoft.com/en-gb/privacystatement>

Sometimes we send emails using a secure email system called Egress.



You can read the Egress Privacy Statement here:

<https://www.egress.com/privacy-policy>

## Lawful Basis

### One to One Advocacy



If you have a one to one advocate, we have a **legitimate reason** to keep your information. This means we will need to keep some information about you to be able to provide you with a good service and make sure that your advocate is doing their job well.

### Groups and Events



We need you to agree to us keeping your information (**consent**). We keep your information so that we can send you information about groups and events that you might be interested in.



We keep a list of names on a computer (a database) so that we know who came to what events and groups.

You can ask us to take your name off of this list at any time.

## **Safeguarding – when we might tell someone else your information**



The only time that we might share your private information is if we are worried about your safety. If we were worried about your safety we will try to talk to you first but we might need to talk to the police or social services.

## **What information we keep and how long we keep it for**



**Paper files** – we will shred paper files when we finish working with you.



**Files on a computer** – we will keep your information for up to 2 years after we have finished working with you. It will then be deleted – this means the files will be destroyed.

## **You can ask us for a copy of any of the information that we have about you**



At any time, you can ask us for a copy of the information that we have about you. We can give you the information on paper or on a file that you can see on a computer.

**Signed:**

**Date:**

**Review Date:**