

Find Out More

Caia Park Partnership 's Data Protection Information in full is available on our website:

www.caiapark.org

Caia Park Partnership is registered with Information Commissioner's office via:

www.informationcommissioner.gov.uk

The Data Protection Lead for Caia Park Partnership is **Ange Wadeson**

If you would like a copy of our Data and Privacy Policies in full please contact us

Telephone: **01978 310984**

Email: ange.wadeson@caiapark.org

Caia Park Partnership

Prince Charles Road

Caia Park

Wrexham

LL13 8TH

Registered Charity No: 1072393

Company Registration No: 3426273

Subject Access Requests

A Subject Access Request is a request to view information that we hold about you.

You have a right to request access to all the information we hold about you . You may not request access to information about anyone else.

You can make a Subject Access Request in writing to the Data Protection Lead (DPL)

We will not normally charge for this, but reserve the right to make a small charge to cover our costs, at our discretion.

We will respond to your request within 30 days.

If you think any of the details contained in the information that we hold about you are inaccurate or not current, you can request they are changed by writing to the DPL with your correct details.

For further details on how to make a Subject Access Request, please consult our website.

If you wish to discuss this, please contact our DPL.



How We Use Your Personal Information

This leaflet explains:

Why Caia Park Partnership collects information about you

How the information is used

How we keep your personal information confidential

Your right to see information we keep about you

Information We Collect About You

In order to provide you with the best possible service we sometimes need to keep information about you. We only keep as much information as we need to provide that service.

The records might include:

- Your name and contact details
- Details of appointments with us and things you discussed
- Any details that we are required to collect for legal reasons, or because our funders require it
- Information sent to us about you from a third party (for example, if someone has referred you to us to provide a service)
- Information that we have sent to third parties about you (with your permission).
- Sensitive personal information, such as ethnicity, religion etc, but only if we have a good reason.

Caia Park Partnership does not sell personal information under any circumstances, and we take great care to keep your information safe, private and secure.

How We Use Your Information

We will only pass your information on to a third party with your consent. You can withdraw consent for information to be shared at any time.

Your privacy is important to us. Caia Park Partnership will make every effort to keep your personal information safe and secure. We have a vigorous Data Protection Policy which all staff abide by.

We keep your information only as long as we need in order to:

- Provide a service to you
- Fulfil our legal obligations
- Fulfil our obligations to our funders
- We may use non-identifiable information (that is, information that doesn't have your name or identifying details attached) in order to review the services we provide and plan future services
- We may use non-identifiable information about users of our services in order to apply for future funding

How We Store and Destroy Your Information

Personal information held in hard copy (that is, on paper) will be kept securely in a locked cabinet

Personal information held electronically will be password protected

Personal information sent via email or other electronic means will be password protected/encrypted

When information is destroyed

Hard copies will be shredded, burnt or permanently destroyed

Electronic information will be permanently deleted

