



# Privacy Statement

Advocacy for All takes information security very seriously and we are committed to protecting and respecting your privacy at all times.

## What information do we collect from you?

We may collect personal information about you when you visit our website or social media pages. We may also record it when you contact us regarding one of our services or to make a referral, for example. We will only collect necessary information to provide the appropriate service(s), and will store and process it securely.

If you do not wish to provide your personal information, please let us know. This may mean that we are not able to process your request, and we will tell you if so.

## How we use your information

The personal information you supply to us may be used in several ways. For example:

- to process a referral;
- to send you information you have requested;
- to process a job application;
- to carry out our obligations within a contract;
- to process and fulfil your enquiry.

In some cases, we are required by law to hold information to fulfil statutory obligations. However, we will only keep personal information for as long as we need to and then we will destroy it securely.

## Sharing your information

We will not share your personal information to any organisation or person outside Advocacy for All without your consent, except:

- to help prevent fraud;
- to fulfil safeguarding obligations;
- to carry out contractual obligations;
- if required to do so by law.

## Further information or Reporting a problem

For further information on how your information is used, how we maintain the security of your information and your rights to access your information, please contact us. Equally, if you have a complaint regarding how we process your personal information, please write to the Chief Executive Officer at Advocacy for All, The Civic Centre, St Mary's Road, Swanley, Kent BR8 7BU. Alternatively, you may contact the [Information Commissioner's Office \(ICO\)](#).

You have the right to ask for a copy of the information that we hold about you and to ask us to make corrections. Please write to us to do this at the address above.

## Changes to our privacy notice

We keep our privacy notice under regular review and will post any updates on this web page. This privacy notice was last updated on 22<sup>nd</sup> March 2018.