

## **Croydon Mencap GDPR Privacy Notice**

**Croydon Mencap** will be what is known as the 'Controller' of the personal data you provide to us. We collect personal data about you which includes names, addresses, email addresses, telephone numbers, date of birth, medical details, next of kin details.

### **Why we need your data**

We need to know your personal data in order to cater for your needs and keep you safe at any Croydon Mencap activities or events you attend and/or to keep you up to date with event information and newsletters. We will not collect any personal data we do not need.

### **What we do with your data**

All the personal data we process is processed by our staff in the UK. No third parties have access to your personal data unless the law allows them to do so.

We have a Data Protection policy in place to oversee the effective and secure processing of your personal data. More information on this policy can be found on our website [\*\*www.croydonmencap.org.uk\*\*](http://www.croydonmencap.org.uk)

### **How long we keep your data**

Financial information will be kept for a minimum 6 years, as required by UK tax law, after which time it will be destroyed.

Other personal data will be kept

- until you notify us that you no longer wish to use our services and/or to receive event information or news updates, or
- up to a maximum of 7 years since your last contact with the charity

You can unsubscribe from event information or newsletters at any time via phone, email or our website.

If at any point you believe the information we process on you is incorrect you can request to see this information (this is called **access**) and have it corrected (this is called **rectification**) or deleted (this is called **forgotten**)

If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated at **info@croydonmencap.org.uk**

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law, you can complain to the Information Commissioner's Office **<https://ico.org.uk/>**