



REG CHARITY 1013514

## **PRIVACY STATEMENT**

### **Who We Are**

The **Blackdown Support Group** (BSG) is a charity. Our purpose is to improve well-being and encourage social interaction, providing support and advice where appropriate to those within the Blackdown Hills who are vulnerable and in need of support.

### **What We Will Do With Your Data**

Your data will be stored at the BSG office and accessed by our staff and volunteers only as necessary to provide you with the service or services which you receive.

### **Who We Will Share It With**

We may need to share personal or special categories of personal information with other helping agencies on a need to know basis. This will not be done without your consent.

### **How Long We Will Keep It For**

We will keep your personal data for six years following your ceasing to be a client of the Centre.

### **How Your Data Will Be Securely Kept**

Your data will be stored securely on computers protected by a firewall and by passwords. Paper copies will be kept in locked cabinets.

### **How to Opt Out**

You can choose to remove your consent to us keeping your data at any time by contacting the Co - ordinator. You will be made aware if your withdrawal of consent will affect the provision of services to you.

Full details can be found on our website: <http://blackdownsupportgroup.org.uk/>

**Review Date:** August 2018

**Approved by Committee: 12 March 2019**

**Signed by Chairman: Vicky Norton**

**Next Review Date: August 2021**