

PRIVACY NOTICE FOR THE PEOPLE WE SUPPORT

This privacy notice explains why Saffron Walden Mencap Society needs information about you, what we do with the information, and your rights about how this is used.

Organisations, like Saffron Walden Mencap Society, often store information about people. It is the law that we must keep this information safe and secure.

To do this, organisations like ours must let people know that they have information about them, and how they will use it.

This is called a **Privacy Notice**.

This page sets out Saffron Walden Mencap's privacy notice. It will tell you:

- why we need information about you
- what we do with information about you
- your rights around how your information is used.

Information about you that we may keep

Saffron Walden Mencap Society may keep information about you to make sure that our services are safe, professional and so we can give the best support and experiences for our members.

Mencap might keep information such as:

- your basic details e.g. name, address, date of birth.
- your likes and dislikes
- details about your health that will help us to keep you safe and well while you're travelling or spending time with us
- Details of who we might need to contact, like a family member or carer.

Mencap might collect, share and store your personal information, but only when absolutely necessary. We will always follow the law when doing so.

How we may use your information

Saffron Walden Mencap may use your information to:

- keep you safe and healthy
- help us to organise clubs, trips and events
- find out what works and what doesn't when it comes to supporting you.

How we keep your information safe

Mencap will always keep your information private and safe.

The only people that we will let see your information are:

- people with permission
- people who have the right to see it by law.

How long we will keep your information for

We will only keep your information for as long as it is needed.

The amount of time we keep information for will:

- be in line with the law
- depend on why it was needed in the first place.

Saffron Walden Mencap has a Data Protection Policy. This tells you how long your information is going to be kept for. ([link to our policy](#))

Cookies

Cookies are small pieces of information sent to your computer and stored on your hard drive.

Our website only uses necessary cookies which help us to keep the website current and useful.

Cookies are used to improve your experience of our website, you can disable cookies on your device but it is possible that our website might not work as well.

Cookies cannot be used to identify you personally but they will tell us information about what pages are visited by users of our website.

Your rights

The information we keep about you is yours.

We will make sure it is kept private and is only used properly.

You have these rights when it comes to your information:

- You can ask to see a copy of the information we have about you.
- If you think the information we have about you is wrong, or has parts missing, you can ask us to correct it.
- If you think we have information about you that is no longer needed you can ask us to delete it.
- You can ask that we stop some of the ways that we use your information, even if you don't want it to be deleted.
- You can ask us to delete your information by withdrawing consent. Please contact us if you want to do this.
- You can ask not to use information for legitimate interests. (Legitimate interests are when we have a clear reason or goal for doing something)

If we cannot do what you have asked, we will explain why.

How to ask questions or complain

You can write to us if you have questions or you are not happy about the way we use your information. You can do this yourself or ask someone who supports you to do this for or with you by emailing: chair@saffronwaldenmencap.org.uk