

People Matters Privacy Notice

Who are we?

We are a registered Charity with the Charity Commission.

Registered charity no. 1170724



CHARITY COMMISSION
FOR ENGLAND AND WALES

Why do I need to give you my personal information?

The information that you have given us in this enrolment form is so we can get to know you and provide you with the best support. We have to share some information with our funders, so that they will continue to pay us.

What information will you hold about me?

Your personal information including your name, date of birth, address and contact phone numbers

Medical information, where relevant to the support you will receive

Equality information including your ethnicity and gender

We may ask for further information depending on what service you are joining.



Will you share my information with anyone else?

Yes, but only with those who we have a 'contractual' reason to do so. Our funders may require some of your information to satisfy themselves that you are who you say you are. For instance you may have to have a Leeds postcode for us to be able to get paid.

Can I stop you using my information?

Yes you can. You have the right to stop us using your information. You do need to know though that this could mean that we won't receive funding for you and you may be asked to leave or pay us directly. Also we will not be able to tell you about other courses or groups that may have been of interest to you.



How do I find out what information you have about me?

You have the right to request the information we hold about you, this is called a Subject Access Request (SAR) and you can apply for this yourself or if you are a child, a parent can apply on your behalf, you can also use a named person to act as proxy for you. The name and address of the person you need to write to will be in our contact details below.

Leah Baguley-Cork
Information Security Officer
People Matters (West Yorkshire) C.I.O
41 Barkston House
Croydon Street
Leeds
LS11 9RT
Telephone 0113 234 6896
Email; leah@peplemattersleeds.co.uk

