



Privacy Policy - EASY READ

1. Torbay Mencap is the data controller



The data controller is Torbay Mencap because we hold your personal details. The law says we must look after this information and we must only use it for things you agree to.

2. Information Collected and Used



As a member of Torbay Mencap we ask for personal information to identify you and to contact you by telephone, emails or letter, to send information, invitations to events, or activities all to do with Torbay Mencap.

We ask you for your name and contact details to send emails, newsletters and to contact you.



We won't give this information to anyone (except The Royal Mencap Society for statistics). If someone else wants your details for any other purpose we would ask you first.

We do not share your personal information (data) outside of Mencap without your permission.



3. Data Security



We ensure any data will be kept safe in line with the law

We ensure that any data is kept securely.



4. Special category data



If we hold extra information about you, like medical records, gender, etc. it will be held with extra security and never shared.

Any additional/medical information will be protected and handled with extra care.



5. Data retention



If you are no longer a member or you ask us to delete your data we will do so as soon as we can.

Financial information may be kept longer if required by law.

We only keep information agreed with you. Any financial data we keep is inline with Financial law.



6. Subject Access Requests (SAR)



This is your right to ask for a copy of any 'personal data' we hold for you. Torbay Mencap will respond to an SAR request within a month. We will always check the identity of anyone making an SAR request.

You have the right to know what personal information we hold about you.



7. Members Rights



The right to be informed – Any use of your personal data will be lawful, fair, and open and clear.

How we use your information is transparent.



The right of access – Members have the right to request a copy of the information we hold (SAR).

You can see what information we have about you.



The right to correct information – We will change information that is incorrect or incomplete.

Any incorrect information we be corrected as soon as known.



The right to erasure – Members can request that their data be removed (apart from that which we are required to keep by law).

If you wish us to remove any information about you we will do it.



The right to restrict the use of data – You can block or limit data use.

If you want any information to be limited please let us know.





The right to data portability – You may want your data to be moved, copied or transferred.

We use a standard system to make it easier to do this.



The right to object – You may object to the use of data for any reason.



You can tell us to stop using your information at any time.



8. Torbay Mencap has no automated decision making or profiling



No computers are used at Torbay Mencap to make decisions or select individuals to contact.

We care about every individual and their personal information, and all decisions to use your information are made by a chosen committee member.

All data is personally processed.



9. Making a complaint



Please contact us if you think your data has been misused or not held securely

Telephone: 07545 086409

email: enquiries@torbaymencap.co.uk

If you're unhappy with our response or if you need any advice about Data Protection, contact the Information Commissioner's Office (ICO) Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow SK9 5AF Telephone: 0303 123 1113
Website: www.ico.org.uk/concerns