



Wakefield and District Down's Syndrome Support Group

PRIVACY POLICY

Preservation of your privacy is important to the Wakefield and District Down's Syndrome Support Group and we are committed to letting you know how we use your personal information and to making only responsible use of that information.

References to "we", "our" or "us" in the Privacy Policy are references to the Wakefield and District Down's Syndrome Support Group, a charity registered in England and Wales, registered charity number 1155866.

1. Information about you.

We will collect personal information about you when you enquire about our activities, request help, attend one of our activities, or contact us on social media. This may include your name, title, email address, physical address and telephone number, photographs and/or video recordings. It may also include the date of birth of your child. It is your responsibility to ensure that any personal information that we store is accurate.

2. Our use of this information.

Your personal information will only be used to hold and process your requests about our services, to provide you with our services, to provide you with information relating to our services and for publicity about our Group. The lawful basis on which we hold this information is legitimate interest. This means that we require your personal information to pursue our legitimate interests in a way which might be reasonably expected as part of running our charity and which does not impact on your rights, freedom or interests.

3. Security.

We will take reasonable precautions to ensure the security of your data to prevent the loss, theft, misuse or alteration of information you give us. Communications in connection with this service may be sent by email. Communications sent in this way will not be encrypted. Email, unless encrypted, is not a fully secure means of communication. Whilst we will endeavour to keep our system and communications protected against viruses or other harmful effects, we cannot bear responsibility for all communications being virus-free.

4. Access to your personal information.

You may, at any time, request a copy of the data we hold on you. Such requests should be made to the Secretary, who will respond within one month of the original enquiry. There is no charge for this service, but we may request proof of your identity before providing this information. You may also, at any time, and with the same identity check, request that your data be amended or deleted. Deletion will, of course, mean that your access to information about our services will be limited, and could mean removal of access altogether. For further information on these rights and GDPR can be found at the Information Commissioners Office at <https://ico.org.uk>

5. Other information.

This policy may be updated from time to time. Amendments will appear in the "Policies and Reports" section of our website, so please check it periodically.

Links within our website to other websites are not covered by this policy and we recommend that you check the privacy policy of any such site.