

Your Information and Privacy

In order to offer you support The Advocacy Project will hold personal information about you. The Data Protection Act 2018 governs the processing of personal data.

How we process your personal information

The Advocacy Project will:

- Keep your information up to date.
- Securely store only the information needed to provide advocacy support.
- Protect your information from loss misuse or unauthorised access.

We will use your information for the following reasons:

- To enable us to provide the service for the benefit of the public that we are constituted to provide.
- To maintain our accounts and records.

We might also ask for your consent to be contacted about:

- News or events.
- Research and feedback.

The lawful basis for processing your information

We are allowed to record and use your personal information because we perform a public task. Health boards and local authorities have a legal duty to make independent advocacy services available, and we are funded to provide these.

Sharing your information

In situations where we are concerned about your safety or the safety of others, we may have to disclose information to third parties. Where possible we would discuss this with you before making the disclosure.

How long will we keep your information for?

We will routinely keep your personal information on our records for one year after your case has been closed. This allows us to monitor the services we offer and gather statistics about what we do. After this period all of your information will be securely destroyed.

What your rights are

You have the right to:

- Request a copy of all the personal information we hold about you.
- Request that we correct any information we hold that is inaccurate.
- Request your information is erased where it is no longer necessary for us to keep it.
- Request that we pass your information to another agency.
- Object to the processing of your information.
- Be informed if your personal information is lost or misused.

If you are unhappy with the way that we store and process your information, you can make a complaint to the Information Commissioner's Office (www.ico.org.uk).

Our Data Privacy Notice is available to download from our website (www.theadvocacyproject.org.uk).