

Data protection statement



Sharing information with others

Sometimes we have to confirm or share information with other organisations. The situations when we may need to do this are made clear in our data protection policy and on our parent provider agreement.

We will draw up an agreement with the organisation that we need to share the information with as appropriate. This is so that both sides understand why the information is being passed on, and what use can be made of it. In some cases, a third party organisation, such as a funding body, may draw up the agreement.

Information quality

We will make sure that the information about you is accurate and up to date when we collect or use it. You can help us with this by keeping us informed of any changes to the information we hold about you.

Information security

We will keep information about you secure.

We will protect your information against unauthorised change, damage, loss or theft.

Keeping information

We will hold information about you only for as long as the law says - please see our retention of records schedule. After this, we will dispose of it securely and properly.

Openness

We will tell you what kinds of information we hold and what we do with it.

Access and correctness

Whenever possible, we will let you see the information we hold about you and correct it if it is wrong.

In general

We will comply with relevant laws on information handling and privacy. We will do this through our Data Protection Policy.

Our Commitment

We will only collect information that is necessary for what we do.

We will be fair in the way we collect information about you.

We will tell you what we intend to do with the information about you.

Where practicable, we will collect information directly from you.

If we collect information about you from someone else, we will make sure you know that we have done this whenever possible.