

Active Families Privacy Policy

Information held about you	To provide support to you, it is necessary for us to collect and hold personal information about you. This information will include: <ul style="list-style-type: none"> • Basic details about you such as address, telephone number, email address • Contact we have had with you, such as meetings, phone calls and support sessions • Details of support received • Copies of referral forms
Who is processing your data	All personal data held, is processed in accordance with data protection law. The data controller for the information outlined above is Stride Active.
Where will be data be stored	Your data will be stored on a Herefordshire Council managed system with limited viewing access.
How we will use the information we hold about you	We will collect information about you (where applicable) to: <ul style="list-style-type: none"> • Make contact and arrange appointments • Signpost to other services • Improve delivery and monitor performance of the service • Provide more accessible services
How the law allows us to use your information	The legal basis for processing the data is your consent, which you can withdraw at any time by notifying us.
Who we will share your information with	This service is funded by AHW and HC We therefore may need to share your information with these partners for reporting purposes only. We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. We will only share the minimum information for the purpose, on a need to know basis and with appropriate individuals.
How long we keep your personal information	We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept for three years. All information will be held securely and destroyed under confidential conditions.
Your Rights	You have a number of rights under data protection law, including the right to request your information and to request that the information is amended or erased if incorrect. To request your records, you will need to contact hello@strideactive.org You also have the right to make a complaint about our handling of your personal data to the Information Commissioner's Office .
Providing Accurate Information	It is important that we hold accurate and up to date information about you to assess your needs and deliver the appropriate services. If any of your details have changed, or change in the future, please tell us so that we can update your records.
Further Information	If you have any questions or concerns about how your information is used, please contact hello@strideactive.org
<input type="checkbox"/> I confirm that I have read how my data will be collected and held. I am happy for Stride Active to process and hold my data.	
Signed	
Name	
Date	