**Yateley Neighbourcare**

**Privacy Notice**

This Privacy Notice is issued by Yateley Neighbourcare (the charity) in accordance with the requirements of the General Data Protection Regulation (GDPR) which is effective from 25th May 2018.

 We collect Clients’ personal data – names, addresses, telephone numbers, – when they apply for help from the charity.

 We use this personal data for the administration of the charity and its activities and for the communication of information.

 We will not share your data with any other organisation.

 Your data is stored on paper records only. Paper records are kept in a locked container.

Your personal data will be deleted from our records when you cease to use the charity.

 Your personal data can be accessed by our Drivers and Duty Officers as necessary to fulfil their roles. No-one else is allowed access.

 You have the right at any time to ask what information we hold on you, and to require it to be corrected or deleted, and to require any historical data to be deleted. However, to continue to be a client you must leave at least one method of contacting you. To exercise this right, contact the current Duty Officer, whose telephone number is 03000 050505. We will comply with your wishes immediately.

 It is important that the data we hold is correct. Please tell the Duty Officer if you change your address or telephone number.

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