

Rules for keeping your information private and safe



Doncaster Mencap Privacy Policy

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About this booklet



We are Doncaster Mencap.

We are a local Mencap group which is affiliated to Royal Mencap in London



This booklet is about:

- **Information we may have about you**
- **How we use the information you give us**
- **How we keep your information private and safe**



There are new rules about how we must keep your information

The new rules are called the General Data Protection Regulation.

The rules started in May 2018

What information might we have about you?



Sometimes we might have some information about you

For example, if you use our website, use our services or support our work

We might have information like:

- Your name, address, age, phone number or email address
- The area you live in
- Health information if you take part in our sports events



We have this information because:

- You share it with us
- You share it with other organisations that help us with our work



Why we keep information about you and other people



Keeping information about people helps us do much better work

For example, information about you and other people can help us know:

- **What sort of people might support us or use our services**

For example, what age people are and where they might live

- **How people may want to support us**



- **What information you want from us**

- **The best way to give you information and keep in touch**



How we can get information about you



1. You might share information with us

For example, you might give us information about you when you:

- Take part in our events
- Ask us for support
- Become a member of our Gateway clubs or of Doncaster Mencap
- Give us money or support our work in other ways



How we keep your information private and safe

We are in charge of your information at all times



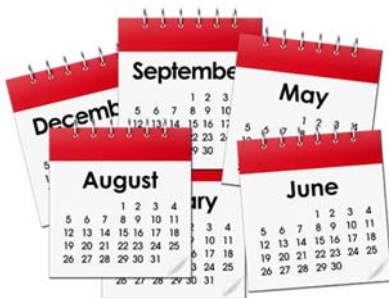
We will:

- Keep all information about you safe.
For example, information on our websites and computers

We follow laws and rules about this



- Tell you when we have information about you and how we will use it



- Keep the information only as long as we need it



- Ask you before we share your information (unless there is a big problem and we have to tell the police)



We will:

- **Use your information in a good and fair way at all times**
- **Make sure our staff and organisations we work with know how to keep your information safe**

What to do if you are not happy with this



You can say if you are not happy with the information we have about you or how we use it

For example, you can:

- Ask us to stop sending you information about our work and what we are doing

You can:

- Ask us for a copy of the information we have about you
- Ask us to change any wrong information about you



Ask us to delete (get rid of) information we have about you if you think there is a good reason

We will see if we can do this or not



- Ask us to stop using your information for our work

For example, our work to raise money or to find out who supports us

We will still keep your information if so. But we will stop using it for our work



To change the information you get from us

You can phone us on 01302 360617



Or email:
localmencapdoncaster@outlook.com



Making a complaint

You can complain to us if you think we have used your information in the wrong way

If you want to do this, please write to:

**Doncaster Mencap
Arendal House
95 Thorne Road
DONCASTER
DN1 2JT**



**Or email:
localmencapdoncaster@outlook.com**

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