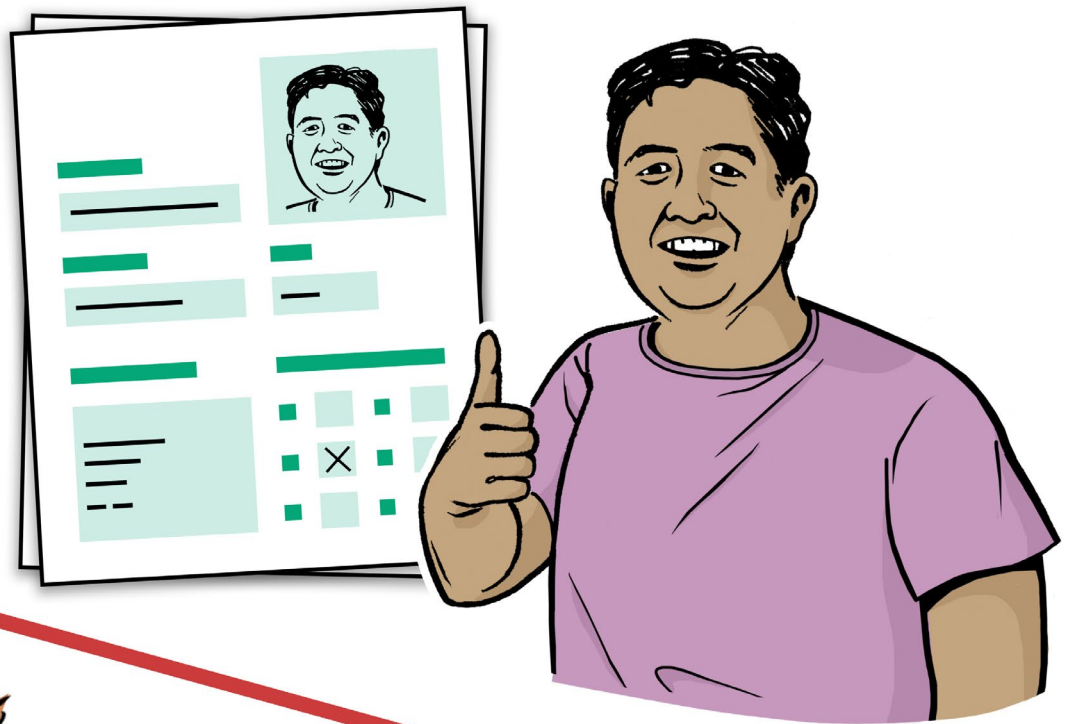


How we use your information

easy
read



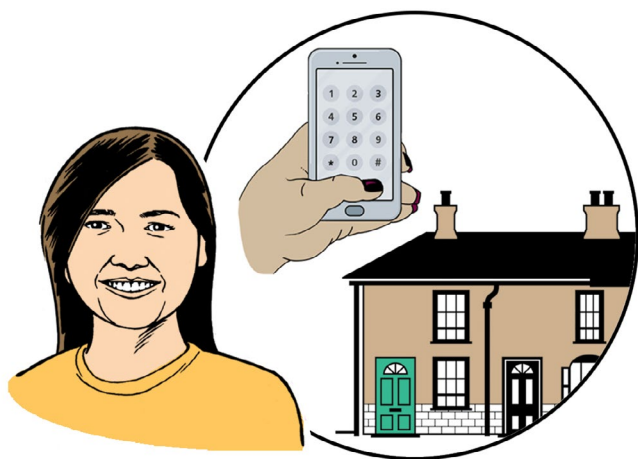
General Data Protection regulations (GDPR)

What the law says about keeping and using your personal information



The way that we use people's **personal information** is covered by a law. This law is called the **General Data Protection Regulations**.

Personal information means anything that can be used to find out who you are and how to contact you.



Examples of personal information are:

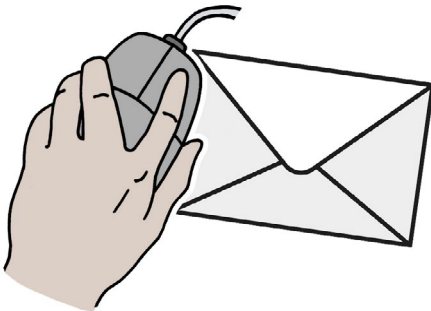
- Your name



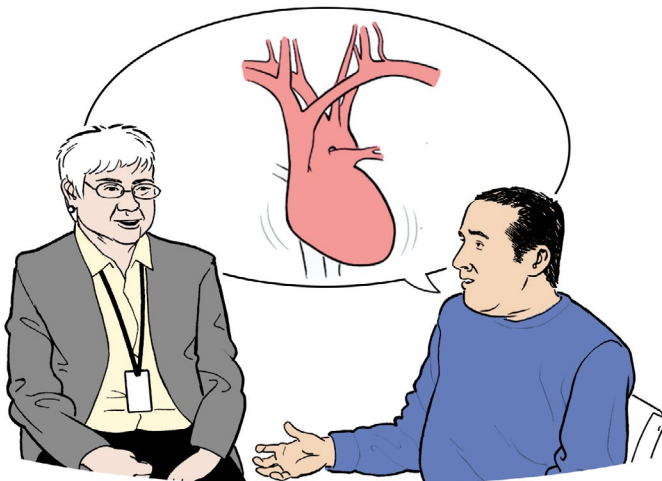
- Your address



- Your phone number



- Your email address



- Information about your health



- Information from your health record.

- The reason you are interested in our work

This might be because you have a learning disability, autism or both.

You might be a family carer, or because you work with people with a learning disability, or both.

Why do we keep and use people's personal information?



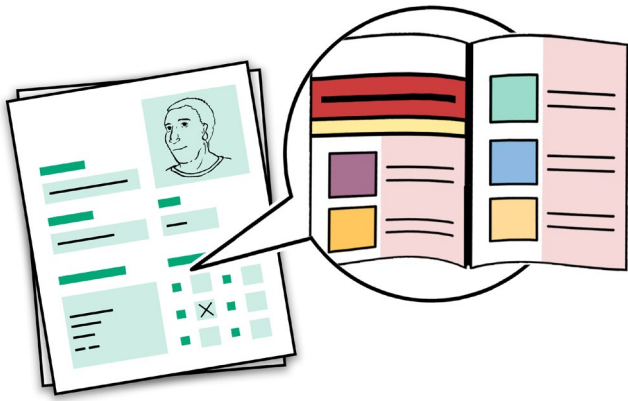
We want people to have a say and have their voices heard.



Understanding what people think helps us make improvements.



To do this work we need people's personal information to tell them about how they can get involved.



Knowing why you are interested in our work helps us to make the information accessible for you.



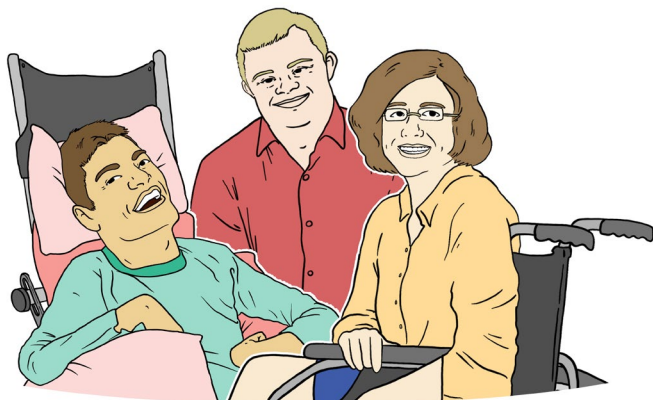
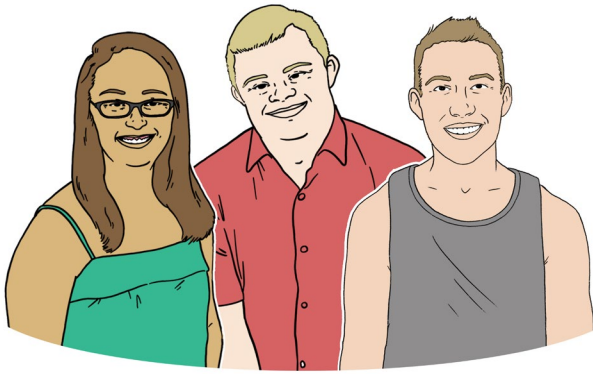
It also makes sure we are talking with the people we want to reach.

Do we ask for other personal information?



We often ask about these things:

- Your age



- If you are a man or a woman or another gender

- Your **sexuality**

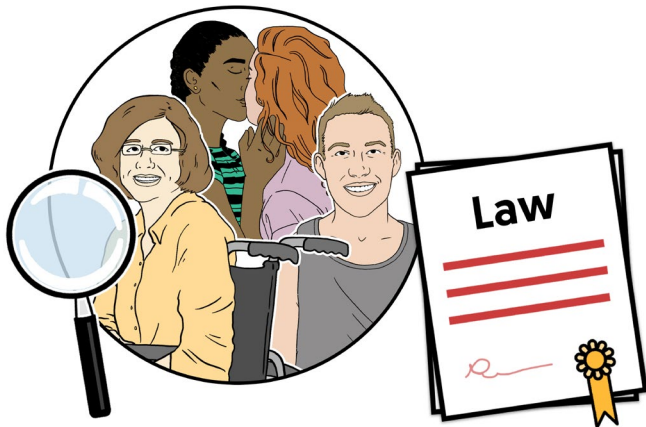
This is who you are attracted to, if you are attracted to anyone.

- Your race

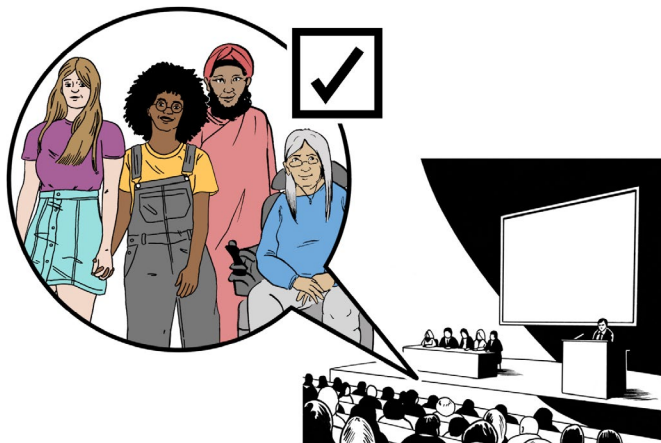
- If you have a disability



Asking about this is called **diversity monitoring**.



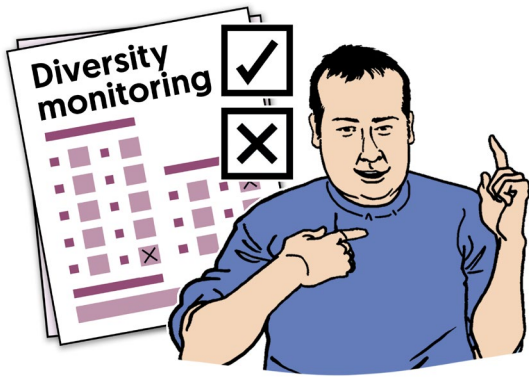
The law says we must check what kinds of people we are including in our work.



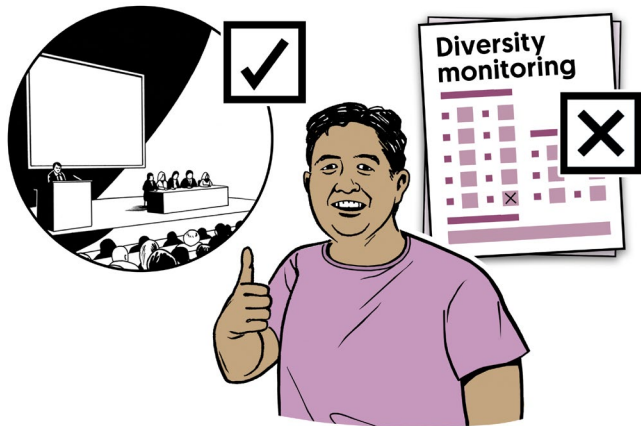
Asking about these things helps us check we are including lots of different people.



Including lots of different people helps us get our work right for everyone, not just some people.



It is your choice if you want to give us this extra information for diversity monitoring.



You can still be involved in our work if you choose not to give us this extra information.

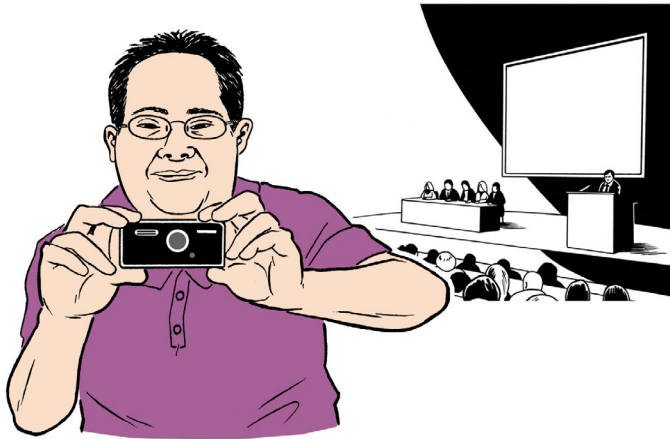


We also use information about where you live to help us check we are including people from all over the country.



When we do diversity monitoring we do not use people's names or full addresses.

Photos and videos

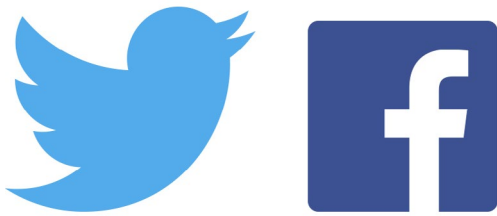


When we have events we may take photos and videos.

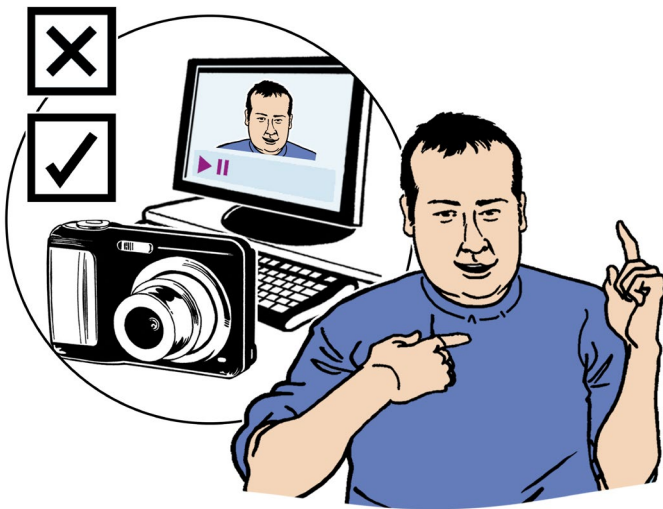
These are used for:

- Reports about the event

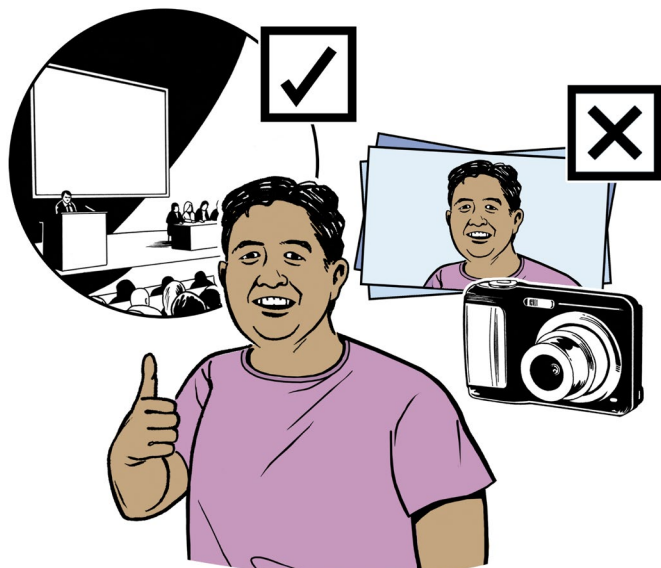
- On our website



- On social media

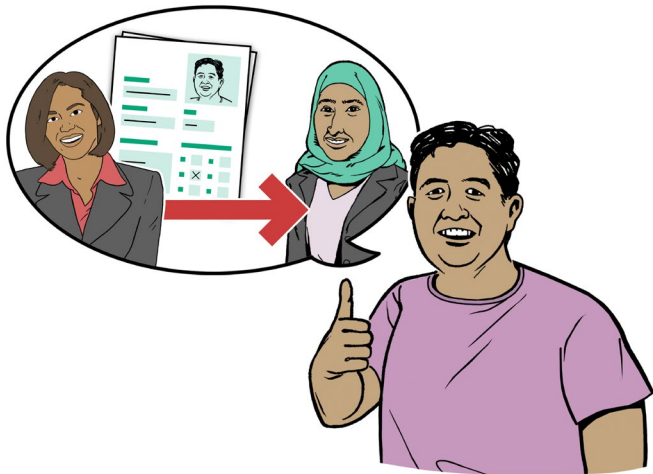


You can choose if you want to be in photos or videos.



You can be part of our events even if you do not want to be in photos or videos.

Who can see my personal information?



The information you give us can be seen by the staff and volunteers who work for us.

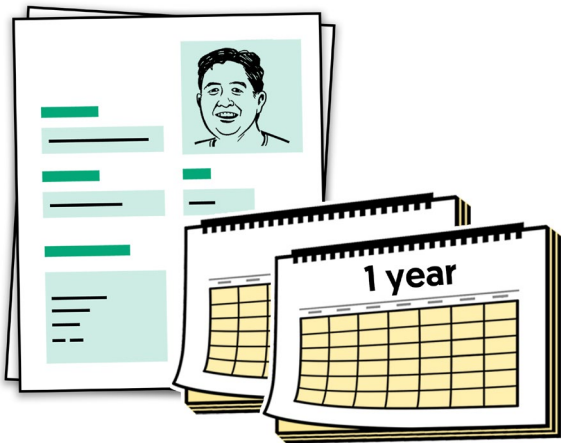
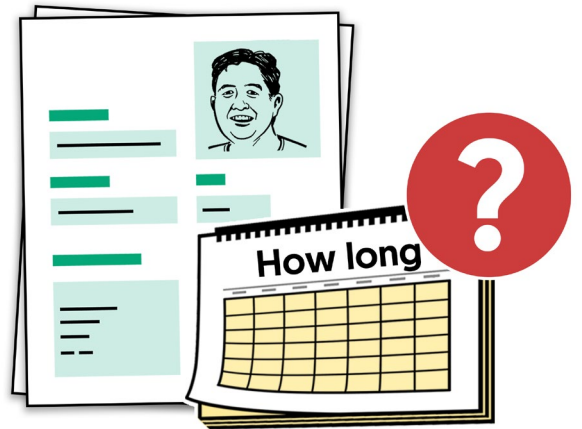
If other organisations are doing work with us we will only share your information with them if you say we can.

We will also share information if the law says we have to.



We will keep your personal information safe.

How long will we keep your personal information?

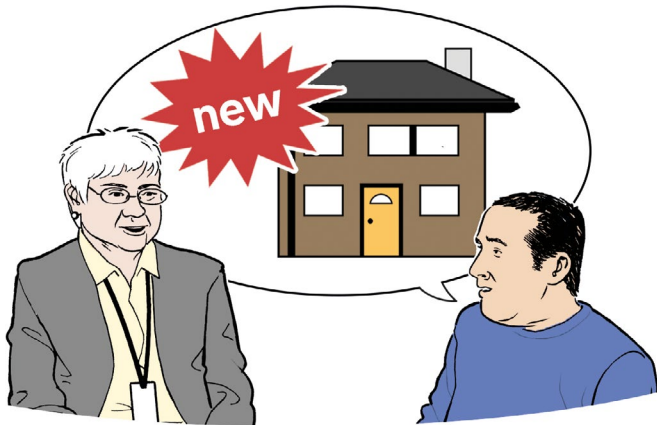
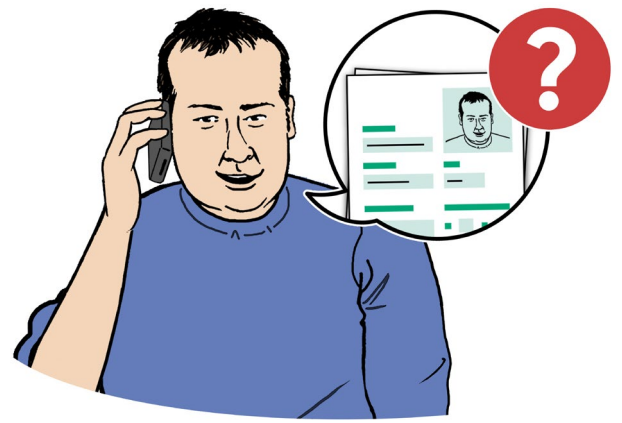


We will keep your personal information for one year.



After this we will ask if it is okay to keep it for another year. We will ask this every year.

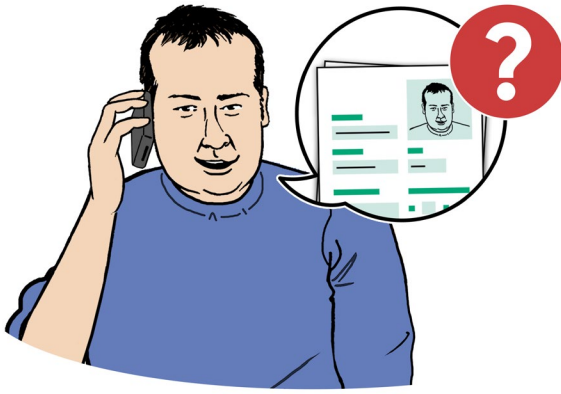
Contacting us about your personal information



If your personal information changes you can tell us to update our list.

If you want to know what personal information we have about you on our list you can ask us.

If you want us to remove your personal information from our list you can ask us.

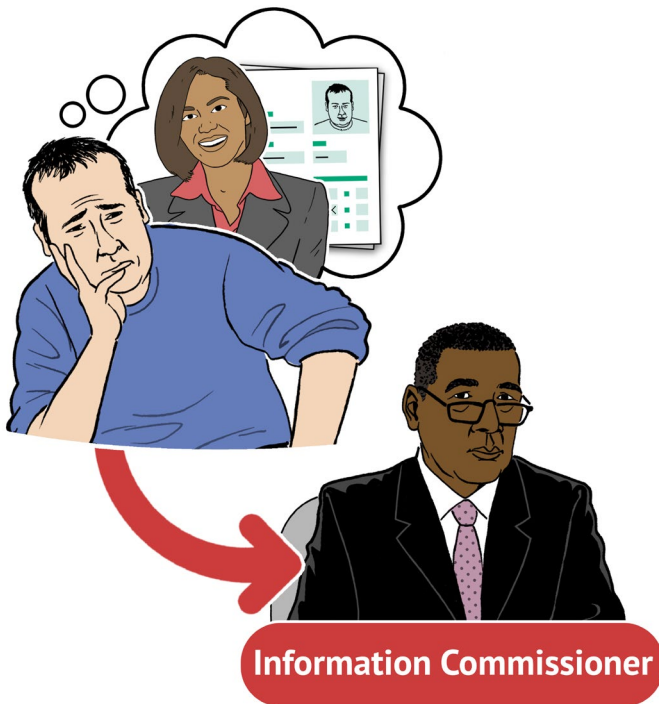


If you have questions or worries about how we use your personal information you can call our Data Protection Officer on:

0113 2440606

Or email:

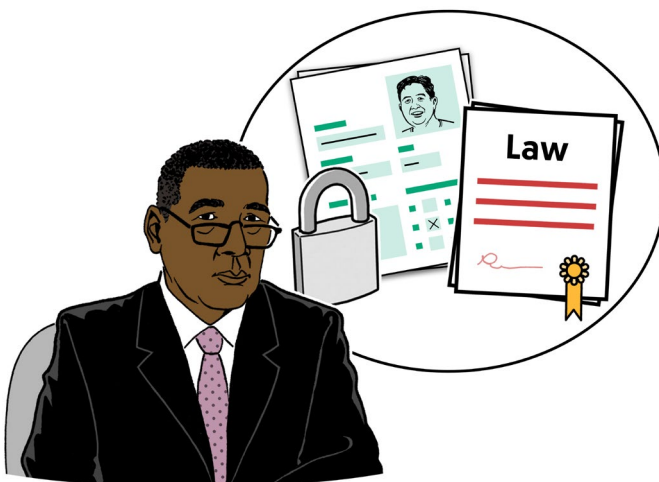
Linda.Kelly@advonet.org.uk



If you are unhappy with how we have kept and used the information you have given us you can also complain to the **Information Commissioner's Office**.

You can contact them at:

<https://ico.org.uk/global/contact-us/>



The **Information Commissioner's Office** is an organisation that helps keep people's personal information safe, and makes sure information laws are being followed.

The Advonet Group

Providing Independent Advocacy

