

## **CPO's Privacy Notice**

### **Why should you read this document?**

When you enter into communications with CPO we will ask you for personal data such as your contact details. During the course of dealing with us, we may also ask you to provide us with detailed personal information relating to your existing circumstances, your health and family health history. This document allows us to explain to you why and how we deal with your data.

### **What do we mean by "Your Personal Data"?**

Your Personal Data means any information that describes or relates to your personal circumstances. Your Personal Data may identify you directly, for example your name, address, date of birth, National Insurance number. Your Personal Data may also identify you indirectly, for example, your employment situation, your physical and mental health history, or any other information that could be associated with your cultural or social identity.

### **How we deal with Your Personal Data**

CPO Ltd is committed to a policy of protecting the rights and privacy of individuals (includes beneficiaries, staff and others) in accordance with the Data Protection Act. To comply with the law, information about individuals must be collected and used fairly, stored safely and securely and not disclosed to any third party unlawfully.

We have the right to use Your Personal Data provided only if it is in our legitimate interest to do so and your rights are not affected. If you sign up to one of our programmes we will collect only the data our funders require us to in order to satisfy their mandatory paperwork. For volunteers or partner organisations, we will not collect or use any data we do not feel is relevant for your role, our working relationship, or your personal safety.

### **How do we collect Your Personal Data?**

We will collect and record Your Personal Data from a variety of sources, but mainly directly from you. You will usually provide information during the course of our initial meetings or conversations, whether it is set up by yourself or by another organisation that has referred you. You will generally provide information to us verbally and in writing, including email. We may also obtain your data from a third party (e.g. a referral organisation), but only with your consent for us to do so.

### **What happens to Your Personal Data when it is disclosed to us?**

- Your Personal Data will only be used for its intended purpose(s) in the way(s) agreed by you as an individual and CPO.
- We will record and store Your Personal Data securely and it will not be kept for longer than is deemed necessary. This information can only be accessed by employees to which it is directly relevant, and only when necessary. No one outside of our staff will have any access to your information, unless we have a prior agreement to pass it on to a third party. Where any third parties should require access to data, CPO will seek your consent before access is granted. Any third party access will be limited to comply with the services we provide, and not for marketing purposes.

### **Your rights in relation to Your Personal Data**

You have the right to request to view or remove your data on CPO's systems at any time in accordance with the Data Protection Act, but must be aware that requests may be subject to a fee.

For further information or to view our full Data Protection Policy, please contact [maureen@mycpo.co.uk](mailto:maureen@mycpo.co.uk)