

How We Use Your Information



Learn about your rights and how we keep info safe



We ask for your **consent** to keep and use your information. This can be done by talking to us, signing a form, or agreeing to share your information with others.



Sometimes, we can share your information without asking you first, like if someone is in danger or if a crime is involved.



We keep your information safe in secure systems. If we have paper records, they are locked away. We keep your information for six years after your last contact with us.



You have rights about your information. You can ask to see it, change it, or even delete it if we don't need it anymore.



If you want to see your information, you can ask us. We will reply quickly and give you the information in a way that is easy for you to understand.



If we can't do what you ask, we will tell you why and explain your options. You can also ask for help from the **ICO** if you are not happy.



If you have questions or worries about your information, you can contact our Data Protection Officer, David Jenkins, by email, phone, or post.



You can learn more about your rights on the ICO website. If you are not happy with how we handle your information, you can tell the ICO.