



# **Elevated Aspirations**

## **Easy Read**

### **Staff, Volunteers & Contractors**

### **Privacy Policy**



**For the full policy please contact us on the details at the bottom of this page**

**1. What information do we collect about you and why do we do this?**

- Name, Address, DBS, CV, Right to Work, Health details, Tax details, bank details
- To enable us to employ and pay you, contact you, run a volunteer service, commissioning

**2. Where do we collect this information from?**

- We collect this information from you, third parties (previous employers etc.), HMRC,

**3. How will we use this information?**

- To use in an emergency, contact you, for data statistics reports, with your consent

**4. How long do we keep your information?**

- We keep your information as long as the activity/project runs or as directed by HMRC

**5. Can you see what information we hold about you?**

- You have the right to see a copy of the personal information with have about you
- Simply contact us via the details below

**6. Can we correct information if you tell us it is wrong?**

- Simply contact us via the details below and we'll change your information

**7. How do we keep your information secure?**

- Printed documents are securely locked away
- Digital information is encrypted and stored on an antivirus & malware protected computer

**8. How do we delete your information?**

- Paperwork is shredded
- Digital information is digitally shredded or deleted

**9. What to do if you think there is a problem with the way we handle your information**

- Simply contact us via the details below and we'll address the problem or
- complain to the Information Commissioner's Office (ICO) [ico.org.uk/](http://ico.org.uk/)

**Please contact us if you have any questions about our privacy notices, the information we hold about you, or how we handle this information:**

- by email: [admin@elevated-aspirations.co.uk](mailto:admin@elevated-aspirations.co.uk)
- by post: Elevated Aspirations, PO Box 60052, London SW16 9FS