



Elevated Aspirations Easy Read Adult 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, age, gender, ethnicity, Parents contact details, Health details, doctor
 - To enable us to run our activities and to contact you or your next of kin
- 2. Where do we collect this information from?**
 - We collect this information from you or your next of kin
- 3. How will we use this information?**
 - To use in an emergency, contact you/next of kin, 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
 - For one year to use in our annual report with yours or next of kin's consent
- 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?**
 - Membership forms securely locked away on the premise of the activity or different location
 - With the activity leader, securely locked away, until given to Elevated Aspirations
 - Digital information is encrypted and stored on an antivirus & malware protected computer
- 8. How do we delete your information?**
 - Membership forms and paperwork are 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/

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
- by post: Elevated Aspirations, PO Box 60052, London SW16 9FS