



Privacy Policy 2018

People Care Associations' commitment to your privacy

This privacy policy tells you the ways in which People Care Association (here after known as PCA) collects personal information about you when you engage with PCA and what the information may be used for.

If you want to request a copy of the personal information we hold about you, or ask us to update or correct any information, please go to the Contact us section below.

Information we may hold about you

Personal information

We may collect information from you when you engage with People Care Association.

Examples of personal information include name, job title, organisation, address, telephone number, email address, date of birth, age, third party contact details, skills.

Sensitive personal information

Sensitive personal information is personal information relating to your religious or ethnic origin, religious or political opinions, sexual orientation, physical or mental health, trade union membership or criminal convictions.

We don't ask for sensitive personal information about you. However, we cannot guarantee that we will not come into possession of such information. For example, you may include some sensitive personal information in an email or online form which you submit to PCA.

We will not do anything with your sensitive personal information unless you ask us to or unless we need to in order to fulfil your request.

How do we use your information?

We use the personal information we hold about you only for the following purposes:

- (i) To provide PCA services to you
- (ii) To administer our relationship with you

We use personal information that you supply us for the purpose for which it was collected. Examples include; sending you information or the answer to a query, to register your interest in taking part in an event or volunteering for PCA, or make donations.

PCA may need to make your personal information available to other companies both inside and outside of the PCA charitable company in order for the PCA Service to be provided to you, for example, when we contract out some of our services or functions. However, when we do this, we will not authorise these third parties to use your personal information in any other way and will require them to protect your personal information to the same degree that we do.

- (iii) To contact you about other products, services, events or developments

PCA would like to use your personal information to contact you with information about PCA, our services, events or developments. We may also use your contact details to communicate with you on social media.

If at any time you decide that you do not wish to be contacted by PCA you may inform us by e-mail at: info@southwarkpca.org.uk

- (iv) If disclosures are required by law

If required to do so by any applicable law, search warrant, subpoena or court order, or by any regulation, treaty or other legally binding obligation with which PCA is required to comply, PCA will disclose some or all of your personal information as and to the extent that it is required to do so.

Data security

PCA uses a number of mechanisms to protect the security and integrity of your personal information. Unfortunately, no data transmission over the internet can be guaranteed to be completely secure. So while we strive to protect such information, we cannot ensure or warrant the security of any information you transmit to us and you do so at your own risk. Once any personal information comes into our possession, we will take reasonable steps and all other precautions required by law to protect that information from misuse and loss and from unauthorised access, modification or disclosure.

Links to other websites

The PCA website may, from time to time, contain links to the websites of other organisations which may be of interest to you. Linked websites are responsible for their own privacy practices. This privacy policy only applies to the PCA website.

Contacting us

Request for a copy of your personal information

If you would like a copy of your personal information please write to the Data Protection Officer, Southwark People Care Association, 20 Kings Walk, Shoreham by Sea BN43 5LG, stating your full name and providing us with sufficient information to verify your identity.

Please also help us to respond quickly by indicating why you think we hold personal information about you and what information you think we may hold.

Please note an access fee may be charged to cover our reasonable costs of providing the information to you.

Sometimes there may be a reason why access will not be possible. If that is the case, you will be told why.

Correcting your details

If you would like us to correct or update your personal information in our records, please email us at: info@southwarkpca.org.uk

Comments or questions about our privacy policy

If you have any comments or questions about this Privacy Policy or wish to report any violation of this Privacy Policy, please email us at: info@southwarkpca.org.uk

Request to stop future contact

If you do not want to be contacted in the future by Southwark People Care Association, please email us at: info@southwarkpca.org.uk

Consent to collection and use of personal information

By using the PCA website you acknowledge that you have read the terms of this privacy policy and that you consent to the collection and use of your personal information as described in this privacy policy.

Changes to this privacy policy

PCA reserves the right to remove or amend this privacy policy from time to time.

If we decide to replace or change it, we will post a new policy or the changes to this privacy policy on this page and we encourage you to visit this page frequently to stay informed. By visiting this page on the PCA website following the posting of a new policy or changes to this privacy policy will indicate your acceptance of the new policy or these changes, as the case may be.

