



## **DATA PROTECTION – Because Carers Count and Think Carer Think Family Workshops**

### **THE DATA WE COLLECT ABOUT YOU**

We may collect, use, store and transfer basic personal data about you such as name, job role, contact address, email and telephone number.

### **HOW WE USE YOUR PERSONAL DATA**

We will only use your personal data for the purpose for which we collected it which includes the following:

- To add you to a participant list for a future workshop.
- To register you as having attended a workshop.
- To confirm attendance or absence with your employer.
- To assist in evaluating a workshop.
- To provide anonymised statistical data for the purposes of commissioning/monitoring and research

We will not share your data with any other third party without your express permission except where disclosure is necessary for the purpose of safeguarding or as required by law.

### **YOUR LEGAL RIGHTS**

Under certain circumstances, you have rights under data protection laws in relation to your personal data including the right to receive a copy of the personal data we hold about you.

### **FURTHER DETAILS**

Where we choose to have certain services, such as IT or data processing, provided by consultants or contractors, we do so in accordance with current legislation and take all reasonable precautions regarding the practices employed by them to protect personal information.

You have a right to know what personal data Action for Carers (Surrey) holds about you. You also have the right to have your data corrected or deleted. Please address any such issues to us in writing to our Data Protection Officer at Freepost Action for Carers Surrey or to the registered address as detailed below. Alternatively you may phone 01483 302748 or email [DPO@actionforcarers.org.uk](mailto:DPO@actionforcarers.org.uk)

For further information, please see our Privacy Policy at [www.actionforcarers.org.uk](http://www.actionforcarers.org.uk)

