

## Privacy Notice 2018

Lewisham Speaking Up  
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Chair of Trustees: Samantha Latouche

Organisation Director: Will Davies

Lewisham Speaking Up respects the privacy of all the people we support and all our friends, partners, and stakeholders. We understand the importance of keeping your personal information safe and secure.

### **What information does Lewisham Speaking Up keep about me?**

#### **1-2-1 Advocacy**

In order to help you through our 1-2-1 Advocacy Project we require the following information:

- Name
- Address
- Telephone number
- Email address (if you have one)
- Information about your learning disability and any other physical or medical needs you might have
- Your gender
- Your date of birth
- Your ethnic group
- Reasons for why you need help from an advocate
- Whether anything about you poses a risk to one of our paid staff or volunteers

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In order to help you, we might need other information about: for example, your home circumstances, any support you might get, your financial situation. We will only need information like this if it helps us help you with your problem. For the Advocate to help you, they will need to keep records about how they are helping you. These will be stored securely and will not be shared without your permission. You do not need to give us information if you do not want to. We will only collect other information about you if there is a clear reason for collecting it.

### **Self-Advocacy Projects (People's Parliament, Big Group, Voice for Life, and other speaking up groups)**

In order for you to attend one of our Self Advocacy groups or events we need to collect the following information about you:

- Name
- Address
- Telephone number
- Email address (if you have one)
- Information about your learning disability and any other physical or medical needs you might have
- Your gender
- Your date of birth
- Your ethnic group

We need to keep these details so we can let you know about our groups or events so that you can come and take part. We need some other information to give to our funders.

Where the organisation processes other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is done for the purposes of equal opportunities monitoring. You are entirely free to decide whether you provide such data and there are no consequences of failing to do so.

At any time, you can ask to see the information we keep on you. If you tell us you do not want us to keep it in any more, then we will remove your details.

We need to give some information to our funders so they fund our projects. We will not give your personal details to our funders.

### **Who at Lewisham Speaking Up has access to my data?**

We store your information on a database system called Charity Log. Charity Log is accessed by Lewisham Speaking Up core staff team. This includes our

Director, 1-2-1 Advocacy Coordinator, Self-Advocacy Coordinator, Hate Crime Training Coordinator, Voice for Life Project Lead, and our Admin Officer. They only need to look at information about a person if it is relevant to the project they are supporting. All of our core staff team are aware of the importance of confidentiality and your right to privacy, and receive appropriate training on this issue.

### **Keeping information about Professionals, Friends, Partners, other organisations and agencies, stakeholders**

If you are helping someone who is getting help from us through 1-2-1 advocacy, we may store your name and contact details with the person's case notes. These will be stored securely on Charity Log and will not be shared without your knowledge and permission.

Other than this we will only keep your information to tell you about news or activities or to contact you about a person with a learning disability we are helping. We will keep the following details about you:

- your name
- your organisation or agencies name
- details about your role (job title/department)
- your address
- your email address
- your telephone number

### **How do you use my information to keep me up-to-date with Lewisham Speaking Up's news and activities?**

We will use your data so we give you news about Lewisham Speaking Up or to tell you about our groups and activities that we think you might want to attend. We might do this by post, email, or by using an external provider called Mailchimp.

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### **How do we store personal data?**

We store personal data electronically and in paper form. Electronic records are all held in secure servers with strong password protection. Paper records are held securely in our office in locked cabinets.

- The primary electronic systems we use to process your personal information is called Charity Log.
- Emails, documents, and spreadsheets are held on local devices or cloud-based servers

### **Who has access to my personal data?**

Staff and volunteers at the Lewisham Speaking Up will be granted access to your personal information only where it is necessary for them to carry out their duties as employees or volunteers. All staff and volunteers are given training in data protection and are required to comply with our internal data protection policy.

### **Do you ever share my information with third parties?**

We do not sell or trade your information with any third parties. The only external provider we work with is Mailchimp. Mailchimp is only used to send you our email newsletter. You can view their privacy policy here:

[\(https://mailchimp.com/legal/privacy/\)](https://mailchimp.com/legal/privacy/)

If you are a person with a learning disability, the only time we might share your information without getting your permission is if we think you or somebody else might be at risk of being harmed, or if we think a crime is about to happen. We have a duty to tell a representative at Lewisham Social Care and Information Team. If we think a crime has happened or is about to happen we may have to tell the Police. We will still tell you if we have to do this.

We will not disclose your personal information to any other third party unless we believe that disclosure is necessary to confirm to legal requirements, to protect our rights or to protect the safety of people using Lewisham Speaking Up services.

We hope that this notice answers any questions you may have regarding our care of your information but if you have any further questions please contact us using the contact details at the top of this document.