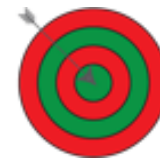




Pos+Ability



PosAbility3@gmail.com / 07565 598 193 / www.posability.org
Registered Charity: 1149783

PRIVACY POLICY AND STATEMENT

This privacy policy sets out how Pos+Ability uses and protects any personal information that you give us, whether via this website or by other means.

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website or in any other communication, then you can be assured that it will only be used in accordance with this privacy statement.

Pos+Ability may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

This policy is effective from 1 May 2018.

Applicable Law

Pos+Ability holds your data in compliance with applicable law, including GDPR, in order to carry out the legitimate purposes of Pos+Ability.

What information we collect

Pos+Ability may collect the following information:

Referral Form and Assessment

- Name
- Date of birth
- Address
- Telephone number
- Medication being taken
- Medical professional signature and details for referral
- Restrictions and advisory notes for team members
- Emergency contact information
- Next of kin or person to contact
- Signature from client to share information between team members

Record Sheets

- Dates attended and tasks completed at that visit

This personal information is entered via input forms, by staff and trustees of Pos+Ability, and other individuals who have been approved to do so.

What we do with the information we gather

Pos+Ability uses personal information held to undertake the activities of Pos+Ability for the following reasons:

- Internal record keeping
- Promotional emails about Pos+Ability
- To send you information about participating in Pos+Ability as a client, a carer, a member of staff, a volunteer or friend, about joining Pos+Ability, or events that are held
- To interact with suppliers, including where we are hiring venues for sessions or events

Security

Pos+Ability is committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect on a paper copy or online.

Controlling your personal information

Pos+Ability will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information about third parties which we think you may find interesting as someone interested in the activities of Pos+Ability.

You may choose to restrict the collection or use of your personal information at any time by writing to c/o The Treasurer, 26 High Street, Wilburton, Ely, Cambridgeshire. CB6 3RB or emailing us at posability3@gmail.com and asking us to remove your details from our records.

You may request details of personal information which Pos+Ability holds about you. If you would like a copy of the information held on you, please write to c/o The Treasurer, 26 High Street, Wilburton, Ely, Cambridgeshire. CB6 3RB or email to posability3@gmail.com.

If you believe that any information we are holding on you is incorrect or incomplete, please contact me as soon as possible. Pos+Ability will promptly correct any information found to be incorrect.