

PRIVACY POLICY

PALS is committed to protecting the privacy of our service users, supporters, volunteers, staff and other people who are in contact with the charity. When you request information from PALS or sign up to any of our services, PALS obtains information about you; this privacy notice sets out why and how we store and use this information.

What information do we collect about you?

We will collect data about our service users, volunteers, staff and supporters to help us deliver an effective service and to provide you with the information or service you require from us. In certain cases we also collect information about our users and volunteers to enable us to deliver PALS' objectives.

How will we use the information about you?

We will use the information about you to administer the activities or programmes that support PALS. We may pass the information about you to third parties, but this will only be when this is necessary for the effective delivery of our operation. We work closely with any third party and will ensure that your data is also protected by them. We will not disclose any information about you to any company that is not immediately associated with our activities, unless required to do so by law. We store your information securely on our computer system, we restrict access to those who have a need to know, and we train our staff in handling the information securely.

Marketing

We would like to send you newsletters and other information about PALS' work and how you can support it. If you have consented to receive marketing, you may opt out at a later date. You have a right at any time to stop us from contacting you for marketing purposes.

Access to your information and correction

You have the right to request a copy of the information that we hold about you.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

Retention of data

We have a retention policy and use this to define how long we hold information after you are no longer involved with PALS.

How to contact us

If you have any questions about our privacy policy or information we hold about you, please contact us at:

The PALS Office, Mayridge Farm, Englefield, Reading, Berks RG7 5JT