

## Keeping your information safe

### What is the purpose of this document?

This document explains how Shoreditch Trust protects your personal information. It is a shortened version of our Transparency Notice, which you can find on our website: [www.shoreditchtrust.org.uk/privacy-policy](http://www.shoreditchtrust.org.uk/privacy-policy) or by asking a member of staff for help.

### Who are we?

Shoreditch Trust is a charity working in Hackney. We run lots of projects, including Blue Marble Training, Bump Buddies, Food for Life, Community Connections, The Stroke Project and Peace of Mind.

### What information do we collect?

When you use Shoreditch Trust activities or services, we may ask you for contact details and information about yourself and your family. Some of the information may be personal or sensitive.

### Why do we collect this information?

We collect this information

- so that we can contact you,
- so we can give you the best support and help you access other useful services,
- so we can keep you and other people safe,
- to make sure we're doing a good job and to see if there are ways we can improve.

### How we store your information

We will store your information securely and destroy it six years after the last time you are in touch with us. We may need to keep information about children or vulnerable people for longer.

### What do we do with your information?

We only collect the information that we need and we only use it and share it as is necessary to provide our services.

### Sharing your information

Sometimes we may need to share some of your information, for example an interpreter may need to know the language you prefer to communicate in, or we may ask to work in partnership with other people involved in your care. Please tell us if you have any concerns about this.

### Changing your information

We want to make sure your personal information is correct. To change your details, please contact us on 020 7033 8500 or email [info@shoreditchtrust.org.uk](mailto:info@shoreditchtrust.org.uk)

### Your control over your information

You have the right to correct or update information we hold about you. You can also ask for a copy of the information we hold about you, and to ask us to delete things when there is no longer a good reason for us to keep the information.

### If you are unhappy about the way we manage your information

Please talk to us if you feel we are not handling your information properly, so we can try to sort the problem out.

If you are unhappy with how we use your personal information you can complain to the Information Commissioner's Office at <https://ico.org.uk/concerns> or 0303 123 1113.

If you have questions about this document, or want to contact us about these issues, please email [dataprotection@shoreditchtrust.org.uk](mailto:dataprotection@shoreditchtrust.org.uk)