

The Pepper Pot Centre

Privacy Policy

Introduction

The Pepper Pot Centre respects the privacy of our users. This Privacy Policy explains how The Pepper Pot Centre collect and use your personal information as well as your rights over the Privacy and Data Protection Information we may collect from you.

The Pepper Pot Centre is responsible for how your personal information is managed. The General Data Protection Regulation (GDPR), sets out our obligations to you and your rights in respect of how we manage your personal information

We may collect personal information about you when you contact us regarding joining our centre, completing application forms and booking of our meeting rooms. Other data we collect about you will likely be obtained from different sources. Some information will be given to us by you or a responsible individual acting on your behalf e.g. Social Services, some information will be given to us by medical or other professionals that we engage with during the various stages in order to assess and meet your needs.

The sort of information we will hold will include:

- Your contact details: name, address, date of birth, telephone number, next of kin, Your legal representative (for example Lasting Power of Attorney) GP, Social Worker, Care Worker, Care Plans and details of the emails and other electronic communications you receive or send to us.

Information collected from other sources e.g. social and healthcare professionals:

- Medical, physical or mental conditions, care and support needs, needs assessments and financial assessments

How we use your information

Personal information which is supplied to us may be used in a number of ways, for example:

- To help us understand more about you to assess your needs.
- To provide the services you requested.
- To ensure efficient and accurate administration of your request.
- To process your request or payment.

We will ensure that the personal information we hold about you is:

- Used lawfully
- Collected only for valid purposes that we have clearly explained to you
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we require
- Kept securely

If you have any questions about this privacy policy or would like further explanation as to how your personal information is managed then please contact us at reception@peppperpotcentre.org.uk - 1A Thorpe Close, London W10 5XL.