

# Privacy Statement

For the purpose of the Data Protection Act 1998 our data controller is Body Positive.

## **Why does Body Positive need to collect and store personal data?**

Body Positive undertakes a number of activities including:

- Provision of health and social care services
- Training
- Monitoring, evaluation and audit of service provision
- Staff and volunteer recruitment

In order for us to undertake the above we need to collect personal data from you for either correspondence purposes or detailed service provision, depending on the service you are accessing.

Our aim is not to be intrusive and we will not ask irrelevant or unnecessary questions.

If we wish to pass any sensitive personal data on to any other third parties we will only do so where there is a service need and once we have obtained your consent.

## **How we use your information**

Your information is primarily used to enable us to provide our services to you but we may also use this information to help us to improve our services.

We will use this information to offer you appropriate Body Positive services, keep you informed of Body Positive news and developments and to seek feedback to monitor and evaluate our services.

We will not disclose personal information without your consent unless legally required to do so, for example to comply with the law, or a court order or where there is a clear safety risk to you or to someone else.

We will not sell individual information.

Your details are never given out except where there is a service need to do so. Where this is the case you will have agreed to this as part of the service being offered (eg sexual health testing). You have the right to prevent this but it may affect the services that we are able to offer you.

We may also use this information to produce anonymised reports to our funders and stakeholders.

### **Your choices**

We will not contact you for marketing purposes by post, email, phone or text message unless you have given your prior consent. You can change your marketing preferences at any time by contacting us by: email [health@bpcnw.co.uk](mailto:health@bpcnw.co.uk); or telephone on 01270 653150.

### **Online information collection and processing:**

#### **Third party links**

Body Positive website contains links to third party websites. These websites should have their own privacy policies and we do not accept any responsibility or liability for their use of information that you provide them..

#### **Security**

We will take all reasonable steps to make sure that your data is treated securely and in agreement with this Privacy Notice.

The information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure as part of our information security management system.

Everyone who has access to personal data is bound by a confidentiality agreement. Your personal information is accessed only by those who are authorised to access it while carrying out their duties.

#### **How long do we keep your information?**

We will endeavour to keep your information accurate and up to date and not keep it for longer than is necessary. Once you no longer need our services we have to keep records for a certain amount of time depending on the type of data that we hold and the information governance policies of our funders. After this time we will securely destroy it according to our records

retention and disposal procedures. Please contact us for further information on our retention periods.

### **Access to information**

The Data Protection Act 1998 gives you the right to access the information that we hold about you. Should you wish to receive details on information that we hold about you please contact us via the address below with as much detail as possible or complete our Data Subject Access Request Form. We will respond within 40 days of receiving all the relevant information needed to deal with your request.

### **How to contact us**

If you would like to know more about the information we collect about you and how we use it; make a request to access the information we hold about you; or make a complaint about the way we have handled your information please contact us at:

Data Controller  
Body Positive  
Bridgewater House  
230 Edleston Road  
Crewe  
Cheshire  
CW2 7EH

BODY POSITIVE CHESHIRE & NORTH WALES  
Charity No. 1009850  
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