



MCT Durham PCF General Data Protection Regulation Privacy Notice.

At MCT Durham PCF we are committed to protecting and respecting your personal information.

On May 25th 2018 the Data Protection Act changed which means we have to write to you to let you know how we collect information from you, how we use it and how we keep it safe.

Please read the following carefully to understand our practices regarding your personal information. If there is anything you do not understand, then please contact us.

What is personal information?

Personal information is information such as your name, address, racial or ethnic origin, bank details or medical information. It is sometimes known as personal data.

How we collect personal data? We only ever collect information which has been collected directly from yourself not from any third parties.

How we use your data and who can access it?

We collect your personal information to allow us to keep you updated with our news, activities and events. We will keep your information for as long as you would like to hear from us. You have the right to ask us to delete your data and we will do so.

We do not share information with third parties.

You have the right to see what information we hold on you. This is called a Subject Access Request. You can do this by contacting us in writing via email at : info@mctdurham.co.uk

How do we keep your personal data safe?

We have a number of policies and procedures in place which help us to keep your personal data safe and these are reviewed annually. All staff have training in these policies and procedures. All paper copies of your data are stored in locked filing cabinets in locked rooms. All electronic copies of your data are stored on computers with passwords and only members of staff with special permissions have access to it. If you would like to know more about our policies and procedures on Data Protection then please contact us.

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