

## Privacy Policy – Peer Support Plus®



Peer Support Plus is committed to protecting and respecting your privacy.

This document tells you what information we collect, what we do with it, how we will keep it secure, and who it might be shared with. This policy applies when you:

- Use our website
- Contact us about groups we offer
- Participate in our groups
- Support us (for example when you donate to us, or participate in one of our events)
- Become a voting Member of our Charitable Incorporated Organisation (C.I.O.) Peer Support Plus

### Who are we?

Peer Support Plus is a Charitable Incorporated Organisation (C.I.O.), Registered Charity Number 1190818. Our Companies House Number is CEO23551.

### The charitable Object of Peer Support Plus is

To relieve sickness and preserve health of persons suffering from mental illness of any description or in need of rehabilitation and support as a result of such illness, in the Leeds Metropolitan District, by the provision of:

- Peer to Peer support.
- Educational workshops and courses on managing mental health illness and rehabilitation.
- Advice and guidance on living with mental health illness.

### Information Commissioners Office (I.C.O.)

Peer Support Plus is exempt from Registering with the Information Commissioners Office (ICO) <https://ico.org.uk/> and the charity is exempt from paying a data protection fee to the ICO – because Peer Support Plus was “established for not-for-profit-making purposes and does not make a profit”.

As an exempt organisation we may:

- make a profit for our own charitable purposes, as long as the profit is not used to enrich others;
- only process information necessary to establish or maintain our membership or support;

- only process information necessary to provide or administer activities for people who are members of the organisation or have regular contact with it;
- only hold information about individuals whose data we need to process for this exempt purpose;
- process personal data but we are restricted to processing personal information that is necessary for this exempt purpose.

### **How we collect data from you**

When you provide your personal data to any organisation you should check their privacy policy and understand fully how it will be processed.

We gather information about you when you use our website or interact with us, for example when you contact us about our groups, or sign up to receive news and events updates. We also collect information from you when, for examples, you apply to become a Peer (beneficiary of the charity), apply to and participate in a Peer Support Plus group, apply to and become a Volunteer, make a donation or sign-up to an event or to become a voting Member of the charity.

Sometimes, when you support or fundraise for us through another organisation (for examples: Just Giving; Virgin Money Giving; your employer through Payroll Giving), information may be shared with us. When you use social media (for examples: Facebook; Twitter) you may share information with us, so please check your profile settings and the social media provider's privacy policy.

### **Privacy Notice**

We routinely ask all those who wish to engage with Peer Support Plus to sign our *Privacy Notice*<sup>1</sup> indicating whether you do or do not agree to Peer Support Plus processing your personal data. If you do not consent, we may not be able to support you.

### **Sharing your data**

We may share your data with:

- Peer Support Plus partner organisations – but only if the group you are participating in is run in partnership with another organisation, then we will share your personal data on a need-to-know basis.
- Commissioners and funders – but only if feedback is a contractual obligation which Peer Support Plus can satisfy using anonymous measures and anonymous individual testimony.
- Third-party organisations – but only if we gain your consent beforehand.

If we have concerns for your safety or the safety of others, we reserve the right to pass these concerns and any related data to other third parties – for examples: a mental health crisis team; or, if necessary, the police.

We will follow our *Safeguarding Policy*<sup>1</sup> in relation to any concerns surrounding child safety or adults at risk.

### **Your rights**

You have the right to access from Peer Support Plus any personal data that we hold about you. Your request must be made in writing to the Secretary Trustee. We will provide the information you ask for within one month of receiving your request.

You have the right to withdraw your consent to Peer Support Plus holding any personal data concerning you. Your withdrawal of consent should be made in writing to the Secretary Trustee and we will respond within one month of receipt.

We will remove from our records any personal data concerning you unless we have a legal duty to retain it. Statutory data retention periods are specified in our *Records Management Policy*<sup>1</sup>. Data protection law allows us to archive data if it is in the public interest, or for scientific or historical research, or for statistical purposes.

### **Questions**

If you have any questions about our Privacy Policy, please contact us by:

Email [secretary@peersupportplus.org](mailto:secretary@peersupportplus.org)

Telephone 07434 614 829

Or write to Secretary Trustee, Peer Support Plus  
c/o 1 Elmete Close, Leeds LS8 2LD (our registered address)

**Notes** <sup>1</sup> available on our website [peersupportplus.org](http://peersupportplus.org)

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