Privacy Notice – Peer Support Plus©

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

We require your consent to process your data.

We will only process your personal data to:

- Provide you with something you have requested from us.
- Provide feedback to those who fund us, but only if feedback is a contractual obligation which Peer Support Plus can satisfy using anonymous measures and/or anonymised individual testimony.
- Evidence to The Charity Commission that we are acting towards the Objects set out in our *Constitution*[1].

How we collect data from you
We will never solicit personal data concerning you from third parties or publicly accessible sources.

We do not accept third-party referrals. Every Peer, meaning anyone who qualifies to benefit and seeks assistance by engaging with Peer Support Plus, must self-refer.

We may receive unsolicited personal data, e.g. from a third party who has signposted you to us, but we will always check directly with you that any information sent by a third party is correct.

We will not retain personal data that isn't confirmed by you unless it is data that we judge necessary for your safety at Peer Support Plus, or the safety of others. We have a duty to keep you and others you may come into contact with at Peer Support Plus safe.

By providing us with your personal data, you are agreeing to this *Privacy Notice*[1] and giving us your consent to process your personal data. If you do not consent, we may not be able to support you.

Sharing your data
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 example, a mental health crisis team or, if necessary, the police.

We will follow our *Safeguarding Policy*[1] in relation to any concerns surrounding child safety or adults at risk.

Your rights
You have the right to access any personal data that Peer Support Plus holds about you. Any request should be made in writing to the Secretary Trustee, who will dispatch the requested information within one month of receiving your request.

You have the right to withdraw your consent. A withdrawal of consent should be made in writing to the Secretary Trustee, who will respond within one month of receiving your request. You may use this form and tick ✓ ☐ I do not agree (below).

We will remove 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*[1]. 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.

You have the right to lodge a complaint if you feel that we are not processing or using your personal data in the right way. You can make a complaint using the procedure described in our *Comments, Compliments and Complaints Policy*[1] or, if you feel it necessary, via the Information Commissioner's Office.

Further details are set out in our *Privacy Policy*[1].

If you have any questions, please contact the Secretary Trustee, Peer Support Plus by telephone, email, or write to the address below.

Please tick ✓ indicating whether or not you agree to Peer Support Plus processing your personal data under the terms of this *Privacy Notice*[1] and sign below.

☐ I agree

☐ I do not agree / I withdraw my consent

Signature _____

PRINT NAME _____

Date _____

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

enquire@peersupportplus.org

Tel. 07434 614 829

Note [1] available on our website peersupportplus.org

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