

Privacy Policy

Privacy Notice

SAFE Foundation is committed to protecting your privacy and this Privacy Notice explains what personal information we collect and how we use it in line with the General Data Protection Regulations.

Our contact details

If you have any questions about this policy, please contact:

SAFE Foundation
1 Alba Court
Emperor Way
Exeter
EX1 3QS

contactus@wearesafe.org.uk
03030 300 112

Personal information we collect

Depending on how you provide your information, we will collect some or all of the following information when you contact us, for the purposes of fulfilling our services:

- Attendees on our training events: we collect personal data such as name, contact details, job title, organisation.
- Making a donation: we collect your name, email and payment information.
- Referrals and enquiries via our website or by email: we collect personal data which includes but is not limited to, your name, email, address, telephone number, age, gender, contact details, reasons for referral.
- We will also collect sensitive personal data (such as data concerning your health, ethnicity, religion, sexual orientation) about you in the course of our legitimate activities.
- If you are a parent, carer or guardian, we will collect details about your child such as your child's name, age and gender, where relevant and necessary for the provision of our services.

How we use your personal information

We will only use your data in a manner that is appropriate for the basis in which it was collected. For example:

- To understand your needs and provide you with our services.
- To respond to enquiries.
- For security purposes (so that we can safeguard individuals and children, and keep our groups and training events safe and secure).

- To handle donations.
- Where you consent, to send you communications relating to our work, or request feedback, or provide other information which we think may be of interest to you.

How we store your personal information

Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access. We have information security policies and technical measures to protect the personal data that we hold.

All employees who have access to, and are associated with the processing of your personal data, are obliged to keep the information confidential and not use it for any other purpose than to carry out the services they are performing for us in line with the GDPR.

When we share your personal information

We will only share your information with third parties if:

- You have provided your explicit consent for us to do so;
- Where it is necessary for a legitimate reason related to the services we offer; or
- Where it is required by law or regulation.

How long we keep your personal information

We will retain your personal information on our secure database for a period of up to 7 years, after which date it will be removed from our system. From time to time we may contact you to confirm that your information is up to date or to confirm deletion of your personal information from our database. If we are unsuccessful in contacting you then we will automatically delete your personal information from our database.

Your data protection rights

Under data protection law, you have rights including:

Your right of access – You have the right to ask us for copies of your personal information.

Your right to rectification – You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure – You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing – You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing – You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability – You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. To make a request, please contact us on the details specified above.

Changes to our privacy policy

If we make any material change to this Privacy Policy we will place any updates on our website. This privacy policy was last updated on 6 March 2023.