

As many of you will be aware from the numerous emails in your inbox on the 25th May 2018 there are going to be some changes to Data Protection law in the UK. However these changes in the law mean that we need to formally confirm in writing what kind of information we hold about you, why we keep it, and how we keep it safe, and tell you about your privacy rights.

We would like to continue to keep a record of your personal details so that we can:

- Keep a record of your contact with us at ASD Ashford.
- Keep you informed about training, events and fundraising, or information that is of relevant interest to you.

Privacy Policy.

This Privacy Policy describes how we collect and use personal information about you, in accordance with the General Data Protection Regulation (GDPR) and data protection legislation.

With your consent, ASD Ashford will keep a record of your personal details so that we can contact you about with regard to on going support, training, events, and information of relevant interest.

- The personal details we will record about you will include your first name, surname and email address, and emails we have sent to each other.
- We must only use your personal data in the way that has been agreed with you, and not for any other purpose.
- We do not share this personal data with any other third parties unless we have permission from you to do so.
- We securely store your personal data electronically on secure email servers , security protected computers, and cloud.

We will retain this personal data only whilst we have your consent to do so. You have the right to contact us at any time to:

- Ask us to tell you what information we hold about you and where/how this is held and how long for.
- Ask for us to change contact details and/or preferences for how you would like to be contacted.
- Withdraw consent to be contacted by ASD Ashford and ask us to erase personal details from our records if you wish us to. If you wish us to erase personal details from our records, we must do this as soon as possible. If you do ask us to erase your details from our records, then this does mean that we will no longer have those details in order to get in contact with you .

If you feel that your personal information is being misused by ASD Ashford then you have the right to complain to the Information Commissioners Office (ICO). The ICO is an independent authority governing information rights in the United Kingdom. The details of how to complain to the Information Commissioners Office can be found at www.ICO.org.uk, by telephoning the Information Commissioners Office on 0303 123 1113, or by writing to them at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF