

The information we have about you and what we do with it.



How to get in touch with us



Address Creative Sustainability CIC,
Fromehall Mill, Lodgemore Lane, Stroud GL5 3EH



Call Anna on 07868267242



Email Anna at anna@cscic.org

To do our work we need to have some information about you.



We will always ask you if it is OK for us to keep information about you. We keep information that helps us to support you.

- Your name and address and when you were born.
- How we can get in touch with you, like your phone number and email.
- We might keep information about your health or things you need help with if you have a disability
- We might ask you for the phone numbers of other people who support you, or who we should call in an emergency, like your doctor.
- We might ask you if we can take photographs of you, and we will ask you if we can use them for certain things, like putting them on social media or our website.



How we get your information and why we have it.



We get most of the information about you from you. Sometimes we get information about you from other people when they let us know you would like some support. They always ask you if this is OK. This is called consent.



What we use your information for.

We have your information to help us do our work and so we can

- get in touch with you.
- tell someone if there is an emergency and get help.
- give you the right support.
- tell other people about our work.



Sometimes we share your information with other people but only if you give your consent.

What we use your information for.



- We have to keep your information safe.
- If we stop working with you we will not keep any information that identifies you.
- You can ask to see the information we have about you.
- You can tell us to change your information if it is wrong.
- You can tell us you don't want us to keep your information anymore.
- You can tell us how you would like us to use your information.
- You can ask us to give your information to another organisation, or to you.



If you ask us to do any of these things we will have 1 month to do it.

What to do if you are not happy with how we have used your information

You can make a complaint or ask questions by calling the Information Commissioner's Office helpline number: 0303 123 1113.



Or write to:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF