

Easy Read Privacy Notice

This notice explains:

- Why, when and how we collect personal data about you
- Why and when we we might tell others about your personal data
- How we keep your personal data secure

What is personal data?



Your name



Your date of birth



Your address, telephone number and email



If you are married






Who you live with




Your gender



Your ethnicity and religion

  	<p>Your health conditions</p> <p>Someone we can call in an emergency</p> <p>Photos of you</p>
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Why do we need your personal data?	
   	<p>To give you the correct services, products, help and guidance</p> <p>To make sure our services are fair, equal and inclusive</p> <p>To look after your health and safety</p> <p>To keep you updated on our work and future plans</p>

Who has access to your personal data?



Age UK Mid Mersey employees that are providing you with a service

Who do we share your personal data with and why?



Local groups or organisations that offer services you have asked for



Our funders, the NHS and National Age UK to help improve our services






We will share your personal data if the law says we need to for example if there is a court order or to prevent fraud or crime






We process your personal data under the Data Protection Act 2018





You have the right to ask us to stop processing your personal data


We do not:	
	<p>Share your personal data for marketing purposes</p>
	<p>Sell or rent your personal data to third parties</p>
<p><i>Consent</i></p> 	<p>Share your personal data with anyone apart from legal authorities unless you have given us consent to do so</p>

How long do we keep your personal data?	
	<p>We will keep your personal data for 6 years if we have provided you with a service</p>
	<p>We will delete your personal data from our systems sooner if you ask us to</p>

How do we keep your personal data secure?	
	<p>We make your personal data secret so only people with a special code can read it</p>

 	<p>We use security measures to keep our computer databases safe from people who aren't supposed to access them</p> <p>We have rules that explain to us how to keep your personal data safe</p>
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<p>You have the right to:</p>	
   	<p>Ask for a copy of your personal data</p> <p>Ask us to change your personal data</p> <p>Ask us to delete or stop using your personal data</p> <p>Email us at enquiries@aukmm.org.uk to exercise any of these rights</p>

<p>If you have any questions:</p>	
	<p>Write to: Rachel McKernan, Chief Executive, The Bungalow, Mansion House, Victoria Park, City Road, St Helens, WA10 2UE</p>



Email us at enquiries@aukmm.org.uk



Call us on 0300 003 1992

If you would like to complain:



If you feel we have not complied with your data protection rights you can complain to the Information Commissioner



Telephone: 0303 123 1113



Website: <https://ico.org.uk/make-a-complaint/>

This Privacy Notice is reviewed regularly as part of our Data Protection Policies.

Date of last review: March 2024