

Individual Advocacy Partners



Privacy Notice

We need to keep information about you as part of our working partnership; without some information, we won't be able to work with you.

We need information so we can do advocacy work with you and follow our policies and procedures. We'll keep information about how to contact you, your health, your age, the issue you are working on with your advocacy worker, and how we can work safely together. We ask you for most of this information, but sometimes we might get information from elsewhere, for example another organisation you are working with, usually with your permission.

Your information will only be seen by people who need to see it as part of their work, although we will share it with other organisations you work with if you ask us to, or may sometimes have to pass on information if we believe you or another person might be at risk. We will keep your information for 18 months after you finish working with us and then it will be destroyed.

You have the following rights about your information:

- the right of access – e.g. to ask for a copy;
- the right to rectification – e.g. to ask us to correct mistakes;
- the right to erasure – e.g. to ask us to destroy it if we aren't working with you anymore;
- the right to restrict processing – e.g. to ask us to stop using it for a period of time if you think we are doing something wrong;
- the right to raise concerns with the Information Commissioner's Office (ICO) if you think we are doing something wrong. ICO website: ico.org.uk

You can speak to your advocacy worker about any of these rights, or for more details about how we manage information, please ask your advocacy worker for copies of our Data Protection and Confidentiality policies.

CAPS Independent Advocacy
Old Stables
Eskmills Park
Station Road
MUSSELBURGH
EH21 7PQ
phone: 0131 273 5116
fax: 0131 273 5117
web: www.capsadvocacy.org
e-mail: advocate@capsadvocacy.org

CAPS Independent Advocacy is a Scottish Charitable Incorporated Organisation.
Scottish Charity Number: SC021772